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ABSTRACT

This report is concerned with the present and future development of national bibliographies. The basis and objectives of national bibliographies are considered, including descriptions of Universal Bibliographic Control (UBC), objectives and functions of the national bibliography and national bibliographic agency, and the national imprint and national collection. Sections follow on: (1) requirements and specifications--access to and selection of materials, the printed national bibliography in other forms, and contents on the bibliographic record; (2) expansion and development--cataloging, publications of intergovernmental organizations, the national bibliography in relation to international information systems, the International Serials Data System, resource sharing, and a draft of an international framework; (3) recommendations; and (4) the future of national bibliography. A list of relevant readings is included. (KP)

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THE NATIONAL BIBLIOGRAPHY:
PRESENT ROLE AND FUTURE DEVELOPMENTS

prepared by the IFLA International Office for UBC

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INTRODUCTION

The growing recognition of the importance of information as an essential basis for social, economic and cultural development has high-lighted in recent years the rôle of libraries as important sources of information. Libraries are now considered as a community and national service. Similarly librarians have extended their functions and responsibilities as providers of information to the nation.

To perform this service speedily and efficiently librarians need to know how to obtain information on all subjects that may be relevant to the nation's needs : what has been written, where published, in what form, and how it can be obtained. At the same time, the application of modern techniques to printing, the establishment of new book industries in many developing countries, the publication of information in a variety of new forms from records and films to microforms and computer tapes, have rendered the task of finding relevant information more and more complex and costly. The situation is aggravated by the lack of universally applied standards, leading to needless duplication of efforts.

UBC (Universal Bibliographic Control), a co-operative venture for the pooling of national contributions to make an international network, has been designed to help solve this problem of the control of bibliographic information. Its purpose is to make universally and promptly available, in a form which is internationally acceptable, basic bibliographic data on all publications issued in all countries.

However, national bibliographic control is considered as a prerequisite of Universal bibliographic control. Therefore, there should be a national bibliographic agency in each country responsible for producing the comprehensive bibliographic record of each publication issued in that country in conformity with international standards which are applicable to both manual and mechanized systems.

Unesco, recognizing this project as an important contribution to its own programme and willing to assist in its implementation, accepted the idea of organizing an international congress on national bibliographies. The General Conference of Unesco approved it at its 19th session in Nairobi in November 1976.

The objectives of the congress are :

a) to reach agreement on minimum standard and/or acceptable practices for the coverage, content and form of national bibliographic records, taking into account the requirements for their international exchange ;

b) to reach agreement on acceptable guidelines for the presentation, arrangement and frequency of the printed national bibliography ;

c) to discuss and make proposals for the sharing of resources to assist countries to achieve national bibliographic control, using either manual or computerized methods of producing national bibliographies.

Glossary and definitions

Some words and phrases which appear throughout the Working Document are set out below with an explanation or definition of the way in which they have been used.

• national bibliography

the cumulation of national bibliographic records

• national bibliographic agency

the organization responsible for the preparation and production of national bibliographic records

For clarity and consistency the many national bibliographies which are noted and described are designated not by their "titles proper" but in the form "national bibliography of ..." or "... national bibliography".

publications

used in the widest sense to cover all items in whatever form which have informational content and are produced in multiple copies for distribution

national imprint

the output of publications produced in a country

library

an organized collection of published books, serials, and other items of informational content; and the services of staff to provide and interpret such materials in order to meet the informational, research educational and recreational needs of its users

As will be seen, the term "library", in the sense of this very wide definition, covers the role and functions of other information service units which may be called "documentation centres" or "information units", etc.

• library materials

any items of informational content in whatever form which may be collected by libraries, and/or may be recorded by the national bibliographic agency

• national collection

the collection of library materials held in a country which is made up of all informational items which relate in a variety of ways (subject, authorship, language, etc.) to the country: the national imprint is part of the national collection.

PART 1 THE NATIONAL BIBLIOGRAPHY : BASIS AND OBJECTIVES

1 Universal Bibliographic Control (UBC) and national bibliographic control

1.1 Universal Bibliographic Control (UBC)

- 1.1.1 UBC is a long term programme and as such has been adopted by Unesco and IFLA as a major policy objective, to work towards the creation of "a world wide system for the control and exchange of bibliographic information" so as "to make universally and promptly available, in a form which is internationally acceptable, basic bibliographic data on all publications issued in all countries". We are seeking to establish an international network made up of "component national parts, all integrated at the national level to form the total system." (1) Hence, as we are examining the requirements and developing the necessary tools for UBC, we must also look carefully at and devote equal attention to the needs of national bibliographic control: this is essential in order to create effectively the "component national parts" which make up the international network.

The ideal of universal bibliographic control is not new to any of us - librarians, information scientists, documentalists - who work in the information field. In the past twenty five years much work has been undertaken by Unesco and other international bibliographic and library organizations in promoting projects which have related directly to UBC without mentioning those initials or that goal. New in the past five years has been the conscious application of the name "Universal Bibliographic Control" to a whole range of international bibliographic projects, and, even more important, the designation and the use of the initials "UBC". Once there was a name and a set of initials, universal bibliographic control became more than just unco-ordinated projects: it became a programme and an objective.

- 1.1.2 If the long sought goal of UBC is not new, yet there are certain aspects of the concept as formulated by IFLA which are distinctive. The basis of IFLA's approach to UBC was stated as early as 1969 in a resolution of the International Meeting of Cataloguing Experts (IMCE):

"Efforts should be directed towards creating a system for the international exchange of information by which

the standard bibliographical description of each publication would be established and distributed by a national agency in the country of origin of the publication. The means of publication in such a system would be through the medium of cards or machine readable records. The effectiveness of the system will be dependent upon the maximum standardization of the form and content of the bibliographic description." (2)

The adoption of this resolution and its consequent pursuit necessitate the acceptance of two basic convictions: the recognition that each country is best qualified to identify and record the publications of its national authors, and the acceptance by all countries of international standards in making the descriptive record. That is, all countries can be considered as "component national parts" in working towards UBC, and though the size of their contributions may vary, there can be no distinctions in quality. As a corollary, if bibliographic records are to be made in accordance with international standards, then part of the UBC programme must concentrate on the development of the standards for producing the records - whether in human readable or machine readable physical form - which can be accepted and are acceptable internationally.

In the past five years the UBC programme, initiated by IFLA, has taken on an impetus through the establishment of the IFLA International Office for UBC in July 1974, through the endorsement of UBC as part of the NATIS concept of Unesco, and through its adoption in many plans and projects at the national and regional level. As was stated so clearly at the Unesco Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures, September 1974, UBC has advantages of flexibility in so many ways: many national projects which can improve national bibliographic control and hence contribute to UBC require "little money and legislative support, and can proceed beneficially at any pace permitted by its national environment... UBC is compatible with all countries regardless of their level of development and it can be readily articulated with national and n.g.o. programmes." (3).

- .1.3 Again if the goal of UBC is not new, yet it is only recently that the environment of technology and the climate of interest have made possible its consideration as a practical programme. We have seen how

the introduction of the computer to processing techniques has opened up new horizons to the library and information community, as a release from routine drudgery, with the possibilities of new ways of controlling and recording information and of expediting resource sharing; and so the expansion of services which can be offered to the users of information: and with this the realisation that the economical and most rewarding use of the computer can only come about through co-operation with other library and information systems - in exchanging records and in ensuring that records are made in similar ways.

Just at the moment when the librarian is now able to offer more, so is the library user making greater demands for information in a wider range of subjects and for materials in many different forms and from a variety of sources. It is the advantage of our age that the new sophistication of our library users can almost be matched by the sophistication of the new tools which we have at our disposal. Whether we will be able to satisfy their demands will depend upon our resources - of funding for the provision of services and materials, and of sources of information about what available materials we can provide.

- 1.1.4 UBC, as an international system for the exchange of bibliographic information, becomes essential when there is an increasing mass of library materials which need to be recorded in order to satisfy the requests of users in many parts of the world who in turn are demanding world wide information in many different forms and on a vast range of subjects. From this point of view, it is clear that UBC cannot be considered as an isolated programme, a librarians' Utopia, but always in relation to its purpose - to serve users by making available knowledge of where information can be found, how it can be acquired and hence how it can be used. Information is to be used; the free flow of information is part of the concept of UBC and hence UBC as a long term programme is inevitably linked with and related to another long term programme of IFLA, that of the Universal Availability of Publications. (4). UAP, as a programme and a set of initials, is even newer than UBC, although similarly denoting a concept which is neither new nor revolutionary. It can also be surmised that UAP like UBC received an impetus from the activities which took place during International Book Year (IBY) in 1972. Emphasis was given during IBY

4
2
to the development of national book promotion schemes and to projects which stimulated the production and utilization of the book and strengthened the reading habit.

1.2 National bibliographic control

- 1.2.1 To strengthen and improve national bibliographic control is an end in itself, as part of the planning of an integrated library, documentation and archives infrastructure: to contribute to the nation's library and information network, to build up the national library and archival collections, to be responsible for the finding and recording of material for the nation's information community. National bibliographic control, considered in this light, is primarily concerned with the products of the country's own publishing industry (with both words used in their broadest sense).

"National bibliographic control is needed to identify items of recorded information in all media, to provide intellectual access to each such item of information, and to standardize the processing and communication of relevant data." (5)

It is, indeed, concerned with two very different kinds of concepts and of materials: on the one hand, the physical objects, the products of the "publishing industry", and on the other the records which describe and identify those objects. This total view of national bibliographic control has been expressed thus:

"National bibliographic control can be considered as a continuum of parallel lines, one line being drawn by the item of literature as it progresses from the mind of the author... The other line is followed by the surrogate for the item, the bibliographic record. The first line is straightforward... It is the line or path followed by the surrogate itself which is of vital concern..." (6)

The physical objects, the "items of literature" (interpreted as broadly as we may wish), are gathered together to become part of the "national collection". The surrogates of those physical objects, the bibliographic records, together make up the "national bibliography", that is, the cumulation of bibliographic records, without distinguishing the particular physical forms in which the records may be produced or appear.

- 1.2.2 To establish national bibliographic control so as to contribute to the development of UBC requires:

- a) the means of ensuring that it is possible to make the bibliographic record of each new publication (the physical object, the "item

of literature") as it is issued; that is, by legal deposit or similar governmental regulations or by voluntary agreement;

- b) the machinery by which the bibliographic record of each new publication (the "surrogate") can be made; that is, the establishment of a national bibliographic agency which accepts the responsibility for
 - i) establishing the authoritative bibliographic record for each new publication as issued in accordance with accepted and agreed international standards;
 - ii) producing those bibliographic records with the shortest possible delay in standardized physical forms which are readily available nationally and internationally (see 2.2(b)).

1.3 The objectives of the International Congress on National Bibliographies

In planning the Congress and in setting out its terms of reference, there has been full recognition that national imprints vary in size and complexity just as countries vary in size, population and in resources. In consequence, there are many aspects of national bibliographies which cannot be standardized internationally: there cannot be a model for the printed national bibliography which fits the resources and satisfies the requirements of every country.

But whatever the size of the national publishing output and the dimensions of resources, the objective of national bibliographic control remains the same. It is the intention of the Congress to identify similarities and to suggest standard practices for those elements which are common to all national bibliographies; and to make recommendations which have validity for all in order to facilitate the exchange of records and hence to make the physical objects so recorded more easily obtainable. The recommendations all have relevance to the national bibliography and the national bibliographic agency. Some can be regarded as statements of principle, directed at planners in designing national information systems; others are very specific, aimed at the standardization of particular aspects of the bibliographic record.

2 The national bibliography and the national bibliographic agency: objectives and functions

2.1 The national bibliography: objectives

The national bibliography, as the cumulation of records of a country's publishing industry, will over a period of time gain an historical and archival importance. It will reflect changing trends in cultural and literary interests, progress in scientific and economic development, public concern over a particular social issue. In some subjects, indeed, the records in a national bibliography may be important evidence in gauging the success of governmental policy: for example, in an increased number of publications in national languages or on pest control or on the preservation of the environment.

The national bibliography also functions as a practical information tool for the purposes of:

- a) selection and acquisition by
 - describing the physical object, the "item of literature";
 - identifying the intellectual responsibility for the work contained in the physical object (that is, the author);
 - providing details of information which make it possible to
 - identify the type of physical object;
 - acquire the physical object;
 - comprehend the subject content of the work contained in the physical object;
 - identify the intellectual level of the subject content of the work contained in the physical object;
- b) presenting the fullest possible information covering the points noted in (a) above in such a way that each bibliographic record can be utilized by all organizations within the information community and by the users of such organization
 - to select and abstract those elements of information which they require;
 - as a model catalogue entry:

- c) as an additional purpose to serve as a statistical record of a country's publishing industry (see 4.1):
- d) in time to build up a retrospective bibliography of a country's national collection.

2.2 The national bibliographic agency: primary functions (see also 1.2.2)

In order that the national bibliography fulfil the above objectives, the national bibliographic agency undertakes responsibility for:

- a) making the full comprehensive bibliographic records (covering all points of 2.1 (a) above) for all materials included in the national imprint (see section 3);
- b) making available the bibliographic records in physical forms
 - as regularly produced issues of a printed national bibliography;
 - as catalogue cards;
 - as machine readable tapes;
 - in microform;
 - in other acceptable physical forms which may be developed.

As an adjunct to these two functions, the national bibliographic agency as long term functions also undertakes responsibility for:

- producing the retrospective (historical) national bibliography;
- creating the data base of the national imprint.

In order to carry out these primary functions, it is necessary that the national bibliographic agency has access to the physical objects that make up the national imprint (see section 4).

2.3 The national bibliographic agency: structure and organization

2.3.1 The close link between the national bibliography which records the national imprint and the physical objects themselves which make up the national collection is apparent from the above:

"... if it is accepted that the deposit of new publications in the national collection is the basis for the national bibliography. The functions of building up the national collection and providing material for the bibliography are seen to be one and the same: making the national bibliographic record become part of the operation of cataloguing the national library." (7)

It is, therefore, suggested that the administrative arrangement which would appear to offer the maximum of efficiency and the minimum of duplication for the creation of the national bibliography is the national library (or that institution within a country undertaking the functions of a national library) (8), with an organizational unit, the national bibliographic agency (under whatever title seems appropriate) which undertakes the functions relating to the production of the national bibliography.

2.3.2 This is a conclusion, not necessarily a recommendation. It is acknowledged that because, historically, there have been varying patterns of library and publishing traditions, so there have been created different types of institutions to carry out different bibliographic functions. Those of the national bibliographic agency may be carried out by a separate institute (as in Spain, Yugoslavia, the USSR) or by an independent organization (as in the United Kingdom between 1950-70). But that the conclusion set out above is relevant to countries with an old established bibliographic tradition as much as it is to countries with newly created library systems is apparent in the recent changes which have taken place: in France there is the recent establishment of the Centre bibliographique national within the Bibliothèque nationale, which is undertaking the production of the national bibliography; in the United Kingdom the Bibliographic Services Division of the newly created British Library is now producing the national bibliography. By contrast has been the establishment of organizational units to produce national bibliographies in advance of the creation of national libraries; this has been the case in the Caribbean where

printed national bibliographies are being produced in three territories by libraries which, though designated as national libraries, have not as yet been given officially the necessary resources.

- 2.3.3 In some countries, again because of varying patterns in bibliographic and library development, the functions of a national library may be carried out by a number of separate library and bibliographic organizations; and the specific functions of the national bibliographic agency may be performed by a co-operative network of different institutes. Such has been the development in some Latin American countries (Colombia, for example).

2.4 The national bibliographic agency: additional functions

In carrying out its primary functions, the national bibliographic agency inevitably undertakes the responsibility for additional or supportive functions. The details of these are given in later sections, but are summarized here in advance, in order to describe the comprehensive role of the agency in national and international activities.

The functions of the national bibliographic agency may include:

In relation to access to the material to be recorded (section 4)

- a) maintaining the office of legal deposit or other collection point for published material; enforcing the laws of deposit.

In relation to the content of the bibliographic record (section 8)

- b) maintaining the authority list of national authors' (personal and corporate) names (see 8.2.3).

It is the national bibliographic agency which is best equipped when making the record to ascertain the author's requirements with regard to name usage. This reiterates the basic contention in developing UBC that each country has the knowledge to deal best with its author's names; and that in undertaking such a task in a country where name patterns are fluid may in itself have a standardizing influence.

- c) preparing national cataloguing and bibliographic rules for use in compiling the national bibliography, in national union catalogues, and ultimately in libraries throughout the country.
- d) acting as a national centralized cataloguing agency through the preparation and distribution of bibliographic records (as catalogue cards or machine readable tapes) (see section 7).
- e) maintaining the national serial centre for the registration of serials in the International Serials Data System (ISDS) in co-operation with the International Serials Centre, Paris (see 9.4).
- f) maintaining the national unit to allocate International Standard Book Numbers (ISBNs) if such a unit is not already maintained by a national publishers' association (see 8.2.4; 4.5).

In relation to the national library and information community:

- g) cataloguing the national collection (see 3.3).

Preparing the record for the national bibliography and cataloguing the national collection can be undertaken as one operation (see 2.3.1). Doubt has been expressed whether a record which satisfies a national bibliography's requirements will be adequate for the catalogue of a national collection: continuity and consistency with earlier records and a long standing collection may be missing. But the mandatory comprehensive record should overcome some problems; the maintenance of the national authority file (see 2.4 (b) above) should prevent others.

- h) maintaining the union catalogues of the national collection.
This function may be considered important in relation to national bibliographic control and pertains not so much to the location of holdings (the fundamental purpose of a union catalogue) but rather in the identification of publications which may not have been deposited or recorded. As a retrospective record of the national imprint and national holdings, the potential value of national union catalogues is enormous, but their physical maintenance and updating has created practical difficulties. Two solutions are now in sight: increased use of national bibliographic records may result in less variations when incorporating entries; if the records can be prepared in machine readable form, then the burden of updating is alleviated.
- i) co-operating with and co-ordinating the activities of other organizations within the national library and information community.
- j) analysing and indexing the contents of monographs and serials of the national imprint and/or in specialized subject fields.

In relation to the national publishing industry:

- k) operating a programme of cataloguing-in-publication (see 9.1).

In relation to the international library community:

- l) acting as the exchange centre for the despatch and receipt of bibliographic records in machine readable form to and from other national bibliographic agencies (see 7.2).
- m) assisting the input in specialized subject fields and/or with

analytical entries (see (j) above) into international information systems (see 9.3).

As listed above, it is apparent that the comprehensive role of the national bibliographic agency includes responsibilities which are national, others which are international, and some which are both. The agency is on the one hand committed to satisfying the needs of its national users as well as contributing as the national unit of an international exchange network. International communication may at times and in some contexts conflict with national demands. It is the purpose of the present Congress, in recognizing and identifying some problem areas, to offer international solutions which can be accepted nationally.

3.5 The national bibliographic agency: operation and performance

The national bibliographic agency in order to carry out its primary functions, and even a portion of its additional functions, requires professional, practical and technical resources. Given our basic conviction that "component national parts" contribute equally in establishing UBC, then as a corollary we must emphasise the paramount importance of staff expertise in preparing the definitive national bibliographic records. The staff of national bibliographic agencies have a valuable part to play nationally in activities relating to cataloguing and classifying, in providing leadership in experiment and research in mechanization, in promoting co-operation with publishers; and at the same time the staff must have awareness of international developments in order to interpret nationally decisions made internationally, and to report on trends in other countries. Research, experiment and public relations are all facets of the work of the national bibliographic agency and its staff in performing their duties will require high professional qualifications, linguistic skills and leadership qualities, a sense of responsibility to the national library community and a sensitivity in responding to its needs.

At the same time we accept that national bibliographic agencies will not all utilize the same kinds of technical and mechanical resources. As already acknowledged, there are some aspects of the national bibliography which, we recognize, cannot be fitted into one common model. But we can suggest that in every library community the national bibliographic agency should be progressive in making use of available new technology and in searching for ways to improve and develop existing techniques of recording and production. "Resource sharing" applied to the techniques of producing the national bibliography may be one means by which we can extend the uniformity of production patterns (see section 10).

3 The national imprint and the national collection

3.1 The publishing industry: new products and new forms for old products

3.1.1 The emphasis in Unesco's NATIS concept has been on information as a national resource. The emphasis for those of us working in the information field in recent years has been to develop the services we offer to our users, and to exploit to the full the information we have at hand whatever the container of that information. In considering, therefore, the national imprint as "the products of the national publishing industry" we are looking beyond the conventional printed text materials, books, serials, newspapers, etc. and printed non-text materials, such as maps and music, to the new forms and different packaging in which library materials are appearing. "Audio-visual materials", "non-book materials" are terms used very generally to cover a range of varied kinds of specific materials which is being extended the whole time: video tapes, learning kits, jigsaw puzzles, cassettes, globes, artefacts, machine readable files, can all be designated as information containers and as such may be considered desirable library materials. It is significant that in some situations and for some organizations the word "library" is now considered an inappropriate name for the collection and "media resource centre" is used to reflect better the materials collected and the services offered.

These new forms of material should be considered as part of the national imprint, but in many countries their bibliographic control is at present haphazard because of inadequacy of deposit laws (see 4.3) and the elusiveness of their producers and the inconsistency of the terminology. It is not possible to stipulate or anticipate all the physical forms in which information is likely to be carried nor the terminology for those forms which may establish themselves in the next few years. We should aim therefore to formulate our legal stipulations to acquire the materials, and our bibliographic practices in their recording, in ways which will be hospitable to changing forms and terms.

3.1.2 This is a transitional period not only because of the new types of materials but also the new forms of the old conventional materials which

are being produced. Recently the economic difficulties of producing small issues of high class publications of a very specialized subject matter has influenced publishers, in particular academic publishers, to search for cheaper ways of producing monographs and serials. A variety of solutions is now offered: some take advantage of the equipment libraries already have on hand to utilize other materials: hence we note the appearance of serials in microfiche or combinations of printed synopsis and complete issue in microfiche. Another solution has been to leave reports and papers in a depository with copies available on request.

Other solutions in more conventional forms are the appearance of many specialized monographs in paper back editions only; the production of "near print" and "typescript" and "reduced print" forms; and other "do-it-yourself" publications. All may offer economic solutions to the problems of soaring publication costs and the expansion of information material: all present problems to the librarian in acquiring, maintaining and providing services to the user, and possibly problems to the user (resistance to change and the "readability" factor); and problems in bibliographic control:

"Small-scale, low-cost production or publishing of monographs means that most of the normal channels of publicity and exposure (e.g. in bookshops) are not open, so that low-demand publishing becomes a self-fulfilling prophecy - if you do not know that an item exists, you cannot ask for it." (9)

Yet such materials are part of the national imprint: ways of ensuring their recording in the national bibliography should be found.

- 3.1.3 Somewhat similar are the problems of identifying and recording the increased mass of official and semi-official documents which are produced by governmental departments, research institutes, national councils, etc. First is the question of determining how far such material should be considered part of the national imprint: is it published, is it produced in multiple copies for public distribution? For many documents the answer is yes: that the paramount reason for government publishing should be to inform the public, subject only to security limitations, has been the claim in a recent Canadian investigation. If this is accepted, then official publications should come within legal deposit stipulations and be treated not as exceptions

because of origins but as "printed materials" and recorded as such. The problem then shifts to those of acquisition and recording where the quantity alone of such documents presents a new set of problems:

"... our support for more open access to government information, but we do not suggest that the passage of legislation declaring a greater degree of openness is the end of the problem. Once the degree of openness is decided upon, the equally important problem of the organization and retrieval of this legally accessible material must be solved; otherwise the effect of the legislation will be much less beneficial than desired." (10).

- 3.1.4 By contrast we could accept the view that the publications of intergovernmental organizations are not part of the national imprint of the country in which the organizations are physically located, and therefore should not be recorded in those national bibliographies. Even though we have stated that the basis of the national bibliography is territorial (that is, recording publications produced in a country), yet it would appear to impose an unfair burden upon some national bibliographies - for example, that of Switzerland - to undertake responsibility for producing definitive records for all publications of all such organizations situated within their borders. The solution lies elsewhere (see 9.2).

3.2 The national imprint: changing patterns

- 3.2.1 Less obvious than the developments noted in 3.1 but equally important are the changes in the national publishing output in some countries which reflect new cultural and language patterns in those countries' social and population structures. Just as the nineteenth century was an age of movement and colonization so has the second half of the twentieth century seen the departure of many groups from some parts of the world and their arrival and establishment in others - bringing with them in many cases different languages and different scripts.

If the national bibliography is to record faithfully the products of its country's publishing industry, then many national bibliographies should be reflecting and reproducing a multi-language multi-script national imprint.

Already, as we know, there are countries which acknowledge their heterogeneous literary tradition and language usage with national bibliographies in a number of different official languages (Belgium, Canada and Switzerland, for example) and official languages and scripts (Singapore, Sri Lanka, Yugoslavia). But publications in Greek may bear the imprint of a publisher in Canada or the USA or Australia as well as in Greece; and books in Urdu and Bengali may have the address of a printer in the United Kingdom.

There is the possibility that such publications produced by minority ethnic groups may slip through the channels of national bibliographic control because their producers do not know of or fail to comply with legal deposit stipulations; or, if deposited, are not recorded because the national bibliography lacks the technical and professional resources to make the record and produce it in the original script. In some instances at the moment a small number of variant script records are produced in romanized form. But if the national imprint is considered as a reflection of a country's social structure and intellectual output, then it is desirable that its national bibliography reflect that structure and that intellectual activity by recording its publications in their original form whatever the language, whatever the script.

- 3.2.2 Complementary to the development of multi-language multi-script national

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bibliographies is the spread in the production throughout the world of publications in a particular language. Especially notable is the widespread production of English language works. Familiar are imprints for such publications of the countries of the British Commonwealth, with publishers' addresses in Lagos, Sydney, Singapore and Georgetown. For many years also there has been the tradition of printing English language books where printing costs are low: hence the official gazette of Hong Kong records many books in English printed in Hong Kong for Australian and New Zealand publishers.

As well as these easily recognized sources of English language books, there are now others less familiar; an increasing number of English language books are being published in countries formerly outside the English language orbit - in the Netherlands, in Switzerland, in the Federal Republic of Germany, as well as in Japan, Iran and Korea. In Egypt one part of the national bibliography records publications in English.

Similar, but not so extensive, is the pattern for French language works, with publications appearing in Algeria (one part of the national bibliography), the Ivory Coast, the Malagasy Republic, as well as in the French speaking countries of Europe and in Canada. The pattern for Spanish and Portuguese language publications is already well established: more are produced in Central and Latin America than are produced in Spain and Portugal.

3.2.3 Another factor which complements the points made in 3.2.1, 3.2.2 and 3.1.2 is the increased number of translations which now make their appearance in many national imprints. The list of "universal authors" which was once accepted - Homer, Shakespeare, Balzac, Tolstoy - has been extended to include many current authors whose works appear in translated paper back editions all over the world; for example, Agatha Christie, Georges Simenon, John Steinbeck. The records of such translated works in the national bibliography should include the original title of the work in its original language and/or script.

3.2.4 It would be as well in looking to the future to recognize that we are approaching a period when no national imprint will be the simple

straightforward product of one language, one literary and one cultural publishing tradition, and when most national bibliographic agencies will require the capacity to produce records in various languages and various scripts.

As a natural corollary the implications for information workers and information users are enormous and strengthen the value of the UBC programme: the records for works in particular languages will no longer be found only in one or two national bibliographies. Hence the selection and acquisition processes will involve searching through a number of national bibliographies. (11).

- 3.2.5 The consequences of the developments outlined above present to those concerned with the making of bibliographic records (the cataloguers) a query and possibly a solution. In the past it has been claimed that differences in national cataloguing practices and cataloguing rules had their origins in differences in book production techniques, publishing traditions and authorship patterns; and that national cataloguing codes satisfied best the needs of particular language requirements. If we are developing new patterns of world wide publishing, then this basis is no longer valid. English language books will be recorded in the German national bibliography in accordance with German cataloguing rules; and in the Swiss; and in the Japanese.

If we accept that the traditional basis for differences in making the bibliographic record is no longer valid, then our approach to the next stage is made easier: acknowledgment of a standardized practice in bibliographic description whatever the language and/or script. We will no longer be searching for a set of international cataloguing rules but will be following internationally accepted cataloguing practices (see 8.2).

3.3 The national collection

- 3.3.1 The relationship of the national imprint to the national collection is clear; but the two are not necessarily identical and the second will contain much more than just the products of a country's publishing industry. Many countries, for example, consider it the function and duty of a national library in building up the national collection to include all materials published in the language of the country and/or all publications of national authors whatever the language and wherever published. Given present day diversities of population and writing this can and does impose burdens upon some countries. A national author (for example, some Caribbean authors) may have a world wide reputation with works translated into many languages and published in many countries. The national library of Hungary, for example, aims to collect and record publications in Hungarian wherever produced.

As well as wishing to include such materials in the national collection there may also be the decision to record it in the national bibliography, thus serving one of the national functions of the bibliography. This is a national decision (see 5.3) which, it must be noted, is contrary to the basic concept of UBC, the definitive record produced once in the country of origin of the publication. If material outside the national imprint is included, the records for that material may appear in more than one national bibliography, with possibly variations in the bibliographic record, especially in the form of author's name (see 8.2.3).

- 3.3.2 A national collection based on the receipt of current publications through legal deposit (see 4.1) in time becomes an archival collection reflecting a country's history and social development. It is desirable therefore that all publications however insignificant be preserved, even if the national bibliography does not record every item (see 5.1). There is the possibility that the producers of some publications may seek deliberately to avoid legal deposit stipulations because of the nature of the contents of their works; yet such publications may have an especial value in the historical sense and should be included in the national collection.

3.4 Conclusions

We are in a period of change and development when new types of information containers and new forms of the older kinds of publications are being produced for consideration as library materials. These are part of the national imprint just as are the publications produced in different languages and scripts by minority groups in many countries. All such materials are subject to national bibliographic control, through deposit laws and inclusion in the national bibliography and the national collection. The latter may, however, contain materials outside the national imprint which has relevance to the country and its authors and its languages.

The national bibliographies of the future will require the professional and linguistic expertise and technical resources to record many forms of materials in different languages and/or scripts. The increasing widespread production of publications in some languages is likely to enhance the importance of national bibliographies as acquisition tools and emphasises the demand for standardized bibliographic records.

PART II THE NATIONAL BIBLIOGRAPHY: REQUIREMENTS AND SPECIFICATIONS

- 4 Access to the materials to be recorded: legal deposit
(Background document: Pomassl, Gerhard Survey of existing legal deposit laws)

4.1 The objectives of legal deposit

- 4.1.1 The system of legal deposit has a long history and in consequence the laws which exist today vary greatly in their provisions and also, though to a lesser extent, in their purposes.

Originally deposit laws were envisaged as a form of censorship, to supervise the publishing activity within a country. Deposit copies were also considered as a means of granting special privileges to particular libraries and to the establishment of the comprehensive national collection. A subsidiary motive in some countries appears to have been the provision of some libraries (national or regionally based) with the whole of the national imprint in a very inexpensive way: even to the acquisition of foreign publications through the exchange of deposit copies.

- 4.1.2 It is only in the past twenty five years that the creation of the national bibliography has been considered as one of the major objectives of the legal deposit system, and it is only in more recently enacted deposit laws that there has been recognition that one of its purposes has been to build up the national library collection. Even more specific, and hence more useful, has been the stipulations set out in the recent Bulgarian revised law (1974) that the purpose of the deposit law is:

- i) the conservation of all materials published in the country;
- ii) their recording in the national bibliography;
- iii) statistical surveys of the country's publishing industry;
- iv) completion of library stock.

The first of these is already considered of primary importance in many countries, and the second has been emphasised in other new deposit laws such as those of Belgium (1965), the Federal Republic of

Germany (1969) and Canada (1969). The third of these purposes may be considered less significant or useful, but it is also stressed in the USSR: the publication recorded in the national bibliography is not only a "product of culture" but also "a unit of measurement", the base for state statistics. (12).

It should be emphasised that no new deposit laws refer to any hint of censorship. In fact, the Belgium law of 1965 makes a direct statement to the contrary: "aucune idée de censure n'est liée à ce dépôt légal..." (13).

In some countries, such as the USA, copyright laws fulfil something of the same function as legal deposit regulations, and failure to comply with the law entails loss of copyright protection. (14).

4.2 Legal deposit and the national bibliography

More than one hundred countries have deposit laws, and some ninety of these compile national bibliographies. Of the countries without deposit regulations some ten produce national bibliographies on the basis of voluntary deposit by publishers and printers. Included among these are Switzerland (where an earlier deposit law has been replaced by an agreement between the national library and the publishers' association) and the Netherlands (where the establishment of a national bibliographic agency and deposit laws is under examination (15).)

The relationship between deposit laws and the copies used for the national bibliography is not always straightforward. In the Scandinavian countries, for example, the deposit laws, though well established, stipulate a delay of up to six months in deposit; with the result that the national bibliographies are compiled from copies voluntarily delivered by publishers and only subsequently is there a check with the deposit copies.

Belgium is an example of one country which, although it has produced a national bibliography since 1875, recognized the advantage of deposit laws which were only passed in 1965.

4.3 National deposit laws: publications to be included

- 4.3.1 If legal deposit is to be the foundation for access to the material to be recorded in national bibliographies, then legislation relating to deposit laws should be specific in defining requirements, up to date in relating those demands to present day publication patterns and processes, and effective in enforcing stipulations.

If we are to consider the sum of the needs of the library and information community, then we should insist that materials to be deposited include all physical objects in whatever form which have informational content, and are produced in multiple copies for distribution to the public. Examination of laws in existence reveal limitations and restrictions on materials. Of the eighty one countries which have produced or revised laws since 1945, only some twenty have extended coverage of deposited material to the "non book" field. More in keeping with today's requirements is the up-dating and revising procedures which have been established in France: the basic current deposit law is dated June 1943, with amendments in August 1963 which related to gramophone records, and another more extensive revision in July 1975 which specified audio-visual materials.

- 4.3.2 Related to the problem of comprehensiveness in assessing what is the national publishing output and what kinds of materials should be included in deposit laws is the question of specificity in terminology. At the moment some deposit laws can be differently interpreted within the country because of terminology which may have been accurate when the laws were drafted but which is now imprecise. Regulations can be ignored when the objects to be deposited are vaguely defined as "everything printed" or "all printed works published in the country". Not only is "printed works" too general but "published" can be given a restricted meaning of "produced by letter press", thus allowing much material to avoid deposit (as in Malaysia, for example).

If a deposit law is to be successful in its objectives, then it should specify clearly what each term means. In this respect the Canadian law of 1969, which is very long and detailed, aims to describe exactly what is liable for deposit and also reveals how one word "book" can be defined in an exceptionally wide sense:

"Book means library material of every kind, nature and description and includes any document, paper, record, tape or other thing published by a publisher, or in which information is written, recorded, stored or reproduced, if it is published in Canada."

and

"Published in Canada means released in Canada for public distribution or sale... Included are phonograph records, audio tapes and other sound recordings that have a Canadian content or a Canadian composer..." (16)

Similar careful attempts at drafting in order to overcome problems of terminology can be found in other laws. The Austrian law defines "printed works" as "all publications, pictures and sound materials having been duplicated by mechanical or chemical means and intended for distribution." (17) The Bulgarian law of 1974 shows a different approach by specifying exactly what is to be deposited, by the methods of reproduction as well as by the use of such terms as "stamps", "single and jubilee leaflets", "films"; and equally specifies what is not required to be deposited (as does the 1969 Canadian act). (18).

In spite of the danger of differing interpretations of terms used, it is suggested that the Canadian solution is neater and more economical; it is easier to fit words designating new processes and new materials into broadly defined terms than to update laws. Also, as we well know, the term that is current today may be outmoded in five years' time.

- 4.3.3 In most countries stipulations made with regard to the types of materials to be deposited are linked with qualifications on particular items which are exempt - because of size (in Belgium less than five pages) or limited edition (less than fifty copies in Poland, one hundred in Czechoslovakia), etc. Strong arguments have been made for the "total deposit" and equally strong arguments for excluding small print, ephemeral pamphlets, etc. (19) In a small country with a limited national imprint it is suggested that no omissions because of size, etc. be allowed: the archivists and social historians in fifty years will bless the completeness of the national collection.

There is also the necessity to ensure that the deposit laws cover the products of all publishers, printers, etc., that is, that no particular

category of publisher or printer is excluded. At the moment in some countries an exception is made for the publications of some governmental ministries and offices: with the result that in Ghana, for example, where 60 per cent of the national imprint consists of official publications, the material deposited is only a portion of the national imprint. (The argument for a more open access to official publications has already been stated under 3.1.3.)

4.4 National deposit laws: responsibility for deposit

- 4.4.1 At certain periods of history and in certain countries the obligation to deliver deposit copies has been allocated sometimes to the publisher, to the printer, to the author (in Belgium for copies printed abroad), and even (in the Congo) to the bookseller. These distinctions in some cases reflect differences in publishing traditions, between countries where there is a well established and well organized publishing trade and others where the differing functions of publisher and printer are indistinct and may be mingled. If deposit laws are to relate to new materials, then it would seem advisable to consider carefully the terminology used; the introduction of the term "producer" as well as or instead of "publisher" might usefully be used to cover the manufacturers of non-book materials and might also encompass the producers of materials in mimeographed form qualifying for the designation "unpublished".

The advantages of sharing responsibility between publisher and printer, as in France, should also be considered. The latter may deposit material more quickly (hence aiding a cataloguing-in-publication programme, see 9.1) and may also be in the position to deposit material which does not strictly fall into the normal publishing channels.

- 4.4.2 If the two basic objectives of the deposit laws are agreed, then it is acceptable that the number of copies to be deposited be kept small. In principle one copy should be sufficient to serve the dual purpose of making the bibliographic record and contributing to the national collection. In practice two copies better serve the historical requirements of preservation and use; and three copies if the additional objective of maintaining a lending deposit collection is included in the functions of the national library.

At the moment variations in the number of copies demanded by deposit laws are extreme, from one copy in Guatemala to sixteen in Hungary and eighteen in Bulgaria. In some instances legacies from the past linger with the taint of privilege: Mauritius, for example, continues to provide deposit copies to the British Library and the Bibliothèque Nationale, Paris; in the United Kingdom one copy goes to the national

library and five other copies, on request, go to libraries long ago designated as "copyright libraries".

The requirement to deposit a large number of copies strains the resources of publisher or printer and makes more purposeful the search to avoid compliance with the deposit law.

- 4.4.3 Time limits imposed in deposit laws again vary from three days (Guatemala) to six months (Norway), which, as already noted (see 4.2), has proved useless for the compilation of the national bibliography. A reasonable period had been considered one month, but recent laws (Canada, Federal Republic of Germany) have reduced this to one week.

4.5 National deposit laws: methods of control

Whatever the legal stipulations of numbers of copies, time limits, responsibility to deposit, types of materials to deposit, etc., the deposit regulations will not satisfy the two basic objectives unless and until there are adequate methods of control and means of enforcing the requirements. The old fashioned penalty of fining defaulting publishers and printers has rarely proved effective, and it is acknowledged that as much as 40 per cent (Thailand) or even 88 per cent (El Salvador) of materials which qualified for deposit were not deposited. In some countries where the functions of publisher and printer are ill defined and the trade is haphazard, the national bibliographic agency may of necessity extend its functions to include such activities as scanning the press or enlisting the help of reporting agents in various parts of the country.

Other means of ensuring compliance with deposit laws, which seem more effective than fines, are the withholding of copyright protection, as in the USA, and the withholding of distribution until after deposit, as in the USSR and Iran, where a number, which must be included in the publication, is issued for each deposited item before it can be sold.

More in keeping with our present requirements for both national and universal bibliographic control is the allocation of International Standard Book Numbers (ISBNs) on deposit: that is, the national bibliographic agency in conjunction with the office of legal deposit maintains also the national ISBN agency (and the national serial centre) and allocates international book and serial numbers on deposited items (see 2.4 (e) and (f).) Such a means of control (already in operation in Spain and in Belgium) would certainly aid international communications, but has wider implications when we consider the extension of legal deposit to many types of non-book materials; the basic query is whether the ISBN system is hospitable to rapid growth and extension to include many more information containers (see 8.2.4).

If it is accepted that the major objectives of legal deposit regulations are

- i) the collection and preservation of the national imprint; and
- ii) the creation of the authoritative bibliographic records of the items that make up the national imprint;

and if it is accepted that copies obtained through legal deposit provide the most economical and fastest method and the most comprehensive collection for recording in the national bibliography, then in order to achieve these objectives, consideration should be given to the revision of existing deposit laws and to extending and strengthening their application:

- a) by including a statement that one objective of legal deposit is the provision of copies of material from which the records of the national bibliography are compiled;
- b) by ensuring that the organization which receives the deposited copies is the national bibliographic agency responsible for compiling the national bibliography;
- c) in order to take account of new types of materials and new forms of traditional published materials;
- d) by examining terminology and wording in order to ensure the coverage of all types of materials envisaged in (c) above or likely to develop;
- e) by limiting the number of deposited copies to a maximum of three;
- f) by restricting the time of deposit to a maximum of one month; and by encouraging the deposit of copies in advance of publication;
- g) by extending the responsibility for deposit to printers as well as publishers and including producers;
- h) by ensuring that the allocation of ISBNs or ISSNs is included in the operation of deposit and forms part of the legal stipulations (or alternative national numbering

systems for those countries not yet operating the ISBN system and for those types of materials not yet covered by ISBNs or alternative international numbering schemes);

- i) by co-operative schemes within a country between library associations, government planners and publishers to publicise legal deposit requirements and the advantages to the publishing trade.

It is suggested that countries without legal deposit consider its introduction as a means to strengthen national bibliographic control, taking into account the objectives set out above as well as points (a) to (i).

- 5 The selection of the materials to be recorded
(Background document: Cheffins, R.H.A. National bibliographies:
a survey of their contents.)

5.1 Recording the national imprint

- 5.1.1 The national bibliography is the cumulation of the authoritative bibliographic records of the national imprint. But just as it has been accepted that some products of the national imprint are excluded from legal deposit stipulations, so it is agreed that not every item included in the national imprint is necessarily recorded for reproduction in the national bibliography; or even every item received under legal deposit. It rests with each national bibliographic agency to decide as a matter of policy what is to be the coverage of the national bibliography, whether it is to be comprehensive covering all types of material and equating to the national imprint or to the national collection; or if a selection is required, what is to be the basis of the choice.
- 5.1.2 The necessity of selecting items for inclusion in the national bibliography generally relates to the quantity of the national imprint. It is recognized that the publishing output of some countries is too large to contemplate the inclusion of a full bibliographic record for every small historical tract or for the first issue of each new society's newsletter. The smaller the quantity of the annual national publishing output then the more important it would seem that the recording be as comprehensive as possible in relation to deposit stipulations. The four English speaking countries of the Caribbean, in reaching decisions with regard to the content of their national bibliographies, agreed that "... there should be no exclusions: material from 1 page upwards to be included." (20)
- 5.1.3 Other criteria have been taken into account in excluding materials by national bibliographic agencies: the origins of the material; the way in which it has been reproduced; a limit on copies produced; the limits of its distribution; the limits of the validity of its contents; and its size (21). Of these, the last appears to be the most common: for example, less than 5 pages for Australia, Belgium, Poland and less than 17 pages for non-book trade publications in Denmark.

5.2 Types of materials to be included

- 5.2.1 The coverage of different types of materials in the national bibliography may be restricted because a country's resources in professional manpower and technical processes is not sufficient to produce a national bibliography recording all types. It is for this reason that various attempts have been made to establish a list of priorities of materials to be recorded. Those categories presently recorded have been analysed by Cheffins and set out in a check list (p.80). The recommendations of the Singapore Conference on Universal Bibliographical Control in Southeast Asia, February 1975, included a list of seventeen categories of book and non-book materials which should be included. (22). The similarities of the Cheffins list with that of the Singapore Conference and with the various categories defined by Maurice Line as "essential", "desirable" and "useful" (23) should be noted.

The present position, as analysed by Cheffins, notes that the following categories of material appear in issues of some national bibliographies:

annual reports, articles, audio-visual material, bank notes, bibliographies, calendars, conference proceedings, ephemera (always selectively), exhibition catalogues, films, government publications, laboratory manuals, maps, microforms, monographs, monographs (new editions), monographs (new impressions), monograph series, newspapers, offprints, patents (collected editions only), periodicals (usually new titles only), posters, printed music, prints, recorded music, research reports, sales catalogues, stamps, standards, syllabuses, theses, timetables, trade literature, translations, works in Braille.

The terms used above are subject to varying definitions and possible expansions and it is suggested that further examination of these categories is required to identify more exactly what should be included in national bibliographies. A number of studies are already under way among the Socialist countries of Eastern Europe to define the typology of documents and determine the requirements for inclusion and exclusion in national bibliographies (24). Work on the terminology of documents is also under way in ISO/TC 46 Sub-committee 5. The Unesco definitions of "book" and "pamphlet" are also relevant. (25)

Accepting the limitation on terminology noted above, it is suggested that the minimum requirements as "essential" materials for inclusion in

every national bibliography are monographs and first issues of serials.

- 5.2.2 If it is accepted that some items may be excluded from the national bibliography, yet it is emphasised that the exclusion is on the basis of size or insignificance or because of the category of material, not on the basis of language or script. The national imprint, as discussed in 3.2, may comprise publications in various languages and/or scripts, and it is the function of the national bibliography in recording the national imprint to include these. The decision on the way in which this is done rests with the national bibliographic agency, depending as it does on distinctions between official and non-official languages, on proportions of publications in languages, scripts, etc., and on the resources of the agency. (See 6.3 for discussion on arrangement within the printed national bibliography.)

5.3 Inclusion of material outside the national imprint

- 5.3.1 The basic criterion in determining the perimeters of a national bibliography is territorial, that is, the national imprint comprises publications produced within the boundaries of a country. But as discussed in 3.3, the national bibliographic agency may choose to include records which reflect the country's national collection as well as its national imprint. This may include records of publications and articles about the country published elsewhere (21 national bibliographies: see Cheffins, p.80); and/or of publications by national authors published elsewhere (14 national bibliographies); and/or of publications in the language(s) of the country published elsewhere (4 national bibliographies).

As noted in 3.1.1, the second of these categories may be considered important for smaller countries whose national authors have international reputations and world wide sales. The Jamaica national bibliography lists both the first and second categories and makes clear the distinction between these records and those of the national imprint by marking them with an asterisk. The Hungarian national bibliography has one section devoted to Hungarica published outside the country. The recent survey of the national bibliography of Canada has recommended the inclusion of various types of materials of "foreign imprint with Canadian content." (26). The national bibliography of the Federal Republic of Germany records German publications produced beyond its own boundaries, a coverage which can be only partially successful and which is less pertinent to national bibliographic control or to the recording of a national collection, and which may result in duplicate records. This is indeed the danger in recording "non-national imprint" (see 3.3.1).

It is the decision of the national bibliographic agency whether the three categories noted above should be recorded in the national bibliography. It is emphasised, however, that if the records for such categories are included, they must be distinguished clearly from national definitive records by marking with a symbol, by inclusion in a separate list, or by including only brief identifying records (see also 8.1.2).

5.4 Statements of inclusion or exclusion

We have emphasised that the national bibliographic agency is bound to select categories of materials for inclusion and decide factors for exclusion. But it is unfortunate that in many instances the basis for the selection of material recorded is not conveyed to the user of the national bibliography; this applies especially to the issues of the printed national bibliography which too often carry no adequate statement of policy. General statements such as "everything received by law of legal deposit" is too vague; and probably untrue. Cheffins in his examination of the printed issues of national bibliographies found this aspect frustrating and even baffling, and he states with assurance and feeling: .

"each category of publication - monographs, serials, theses, maps, government publications and so on - should be itemised with a clear statement of what is included or excluded and, if included, whether there are limitations such as of minimum pagination to its inclusion." (p.86)

It is accepted that the national bibliographic agency in undertaking the production of the national bibliography may not record all publications received under legal deposit and hence is required to select the categories of materials to be recorded and to decide the factors for exclusion: these are national policy decisions.

In the context of UBC, however, it is important that all national bibliographies:

- a) as a minimum, record monographs and first issues of serials of the national imprint;
- b) record materials in all the languages and/or scripts in which publications are produced within the country;
- c) if records are included for material which is not part of the national imprint but which relates to the country or its national authors, then in all printed issues of the national bibliography those records are identified in some significant way; and similarly for records in machine readable forms;
- d) state clearly in issues of the printed national bibliography the categories of materials which are included and the factors which are operating for the exclusion of items within those categories.

6.1 Its universality

- 6.1.1 In the present transitional period of technological advances in library processes the common factor for all national bibliographies is the printed issues which appear regularly as a periodical account of national publishing output. For the future in considering international selection and acquisition it is probable that machine readable tapes will best serve these purposes: and within some countries for national requirements. But the printed issues will have continuing advantages for all of us for many years: the universality of the medium (paper); the convenience of handling and carrying the printed issue; the lack of special equipment in its use. The pattern that has been with us for years - the book selection librarian carrying current issues in his brief case to examine at home or on the journey home - will remain. (27)

The difference which is likely to emerge in the pattern is that the selection librarian will be taking with him not just the issues of his own national bibliography but an increasing number of those from other countries in order that he can choose items in other languages and other scripts to serve the needs of his library users (see 3.2.4).

- 6.1.2 It should be noted, too, that microform editions of the printed national bibliography, although lacking the conveniences of portability and readability have other advantages in the speedy preparation of cumulations, in bulk, and hence in despatch (postal) charges. For a large library which used national bibliographies from many countries there could be reductions in storage and subscription costs in acquiring microform editions. Some of the same advantages also apply to microform versions of catalogue cards (see 7.1).

With the above image in mind we can appreciate the advantages in establishing some uniformity in the physical presentation and editorial layout of the printed issues - a uniformity which will be possible and applicable whether the printed issues are typed and duplicated, printed letter press, or the products of computer print out.

Cheffins has noted the similarities that already exist among many of the printed national bibliographies: paper size of the printed issues, arrangement of entries, etc. He has also pointed to the omissions in editorial statements which have made for difficulties in using the issues. Set out below are suggestions for international conformity in presenting the printed issues which have their basis in existing practices, available international bibliographic and documentation standards, and good librarianship - we should be prepared to present our publications as models of clarity and helpfulness. It is suggested, therefore, that each printed issue of a national bibliography conform to the following: (28)

- the use of an international paper size (recommended A4);*
- clear and unambiguous layout and typography of cover and/or title-page to include: title proper of the bibliography
the period which the issue covers
name of publisher, date of publication
ISSN in top right hand corner
- of verso of title-page to include:
copyright information
cataloguing-in-publication entry
details of availability, price, etc.
details of printing, etc. (as considered
useful by national bibliographic agency)
- introduction (in each quarterly issue at least)
- main body of text
- indices

* It is also recommended that where possible good quality paper be used, at least for annual volumes. We are not serving the objective of creating a retrospective national biography if the physical form in which the records appear does not endure to become part of our archival collection.

and that in the introduction is to be included details stating:

the basis for the records: for example,
records made from copies deposited in
the national library in accordance with
legal deposit stipulations

coverage, including exceptions

frequency

arrangement

bibliographic and cataloguing tools used

list of special terms used, with definitions
and abbreviations

outline of classified arrangement (if used)

outline of transliteration schemes (if used)

and that in the indices are to be included:

list of publishers' names and addresses
(where no publishers' association exists
to supply such a list).

6.3 Arrangement of records in the printed issues

- 6.3.1 Cheffins points to differences in the arrangement of existing national bibliographies, that although the larger proportion follow a classified subject arrangement, some use an alphabetical author and title sequence. The Scandinavian countries, for example, are following an alphabetical sequence with index in a classified order. For international use arrangement in a sequence which gives some indication of subject content - even "broad" divisions into "economics", "medicine", etc. - is the more useful.

An arrangement by order of deposit chronology and number may have advantages to the national bibliographic agency in ease and economy of production; but offers no help to the user and does not serve the purpose for which the national bibliography is designed.

It is suggested, therefore, that the arrangement of entries in the printed issues of the national bibliography in a classified sequence, in accordance with an accepted scheme, the details of which are clearly given in the introduction, best serves the needs of national and international users.

- 6.3.2 For countries where the national imprint includes publications in various languages and/or scripts (see 3.2) a further choice in arrangement must be made between the integration of all languages and scripts in one sequence (preferably in classified order as indicated above) or whether to produce separate sequences for different languages and scripts. The decisions made by the national bibliographic agency may depend on official government policy with regard to languages; on the comparative quantity of the records in the various languages; on the resources of the agency; and on the habits of national users, that is, whether readers within a country can be expected to know more than one language and script. Canada and Belgium are two bi-lingual countries with one script, where many publications, especially official ones, appear using both languages; the records for such publications may therefore be lengthy in order to include parallel titles, parallel statements of authorship, etc. Nigeria is a country of some four hundred languages but with the majority of its publications written in English; the practice in the national bibliography is to have additional sequences at the end of each issue to list the non-English publications (about 5-10% in any

one issue).

The Singapore national bibliography includes publications in its four official languages (Chinese, English, Malay, Tamil) and three scripts in one classified sequence. This reflects a balance of publications and also a national educational requirement of its users to use at least two official languages. It is an optimum solution, particularly for international users, which is nevertheless expensive in reproducing and interfiling different scripts in one sequence. The Sri Lanka national bibliography offers the alternative solution with each of its three languages and scripts appearing as a separate sequence. The complexities of languages and scripts in India has made neither of these solutions economically possible and the practice has been to romanize all fourteen official languages and produce the entries in one sequence (romanization tables are included). (The bibliographies produced by the Library of Congress Office in Delhi shows the possibilities of an arrangement of different languages and scripts.) Algeria and Egypt are examples of national bibliographies each with two sequences in different languages and scripts which are produced in reverse order, French and Arabic, English and Arabic; the results are neat head-to-toe publications with the two sequences meeting in the middle.

- 6.3.3 For the many countries producing a small number of publications in scripts different from the official language and script, the practice so far for such material as is recorded is for transliteration of the records. In the British national bibliography, for example, Hindi and Ukrainian records appear in romanized form.

Romanization or transliteration or translation (as in the USSR) are at best solutions based on the practicalities of available resources of alphabets, character sets and reproduction costs. It is suggested as a matter of principle directed at long term planning that every endeavour be made to reproduce records in the original language and/or script of the publication.

- 6.3.4 The production of separate sequences or sections or issues for different categories of material is also related to the quantity of the national imprint. The issues of a national bibliography which recorded a small

publishing output would be unnecessarily fragmented if divided into separate sequences for maps, monographs, printed music, etc. Yet division into separate sequences or parts is a practice which has advantages for the users and which is followed by many national bibliographies. Czechoslovakia, Bulgaria and Poland all produce separate issues for a variety of different kinds of material. Australia publishes separate issues for maps, films and government publications. The Canadian national bibliography is divided into two sections, eight parts including "pamphlet file material" and "theses in microform". The French pattern of supplementary but separate issues for serials, official publications, cartographic materials and music seems particularly suited to users' needs.

6.4 Frequency of printed issues: currency of records produced

If a national bibliography is to provide an effective service as a selection and acquisition tool, it is essential that its issues appear regularly and frequently and contain records of current publications. An annual volume which appears two or three years late may be an excellent reference work but it cannot be considered as a basic bibliographic selection tool. Equally inadequate is the monthly or weekly issue of a national bibliography in which a high proportion of the records is for materials published two years previously (see also 9.1). The basic requirements of the national bibliographic agency are sufficient professional resources to prepare bibliographic records without delay (dependent upon legal deposit stipulations: see 4.4) and adequate technical resources to produce those records quickly.

Currency and frequency relate to all the physical forms in which the national bibliography may appear; but are most apparent in the printed issues (as Cheffins has shown). But whether a national bibliographic agency produces up to date and frequent issues depends not only on resources (as noted above) but also on the size of the national imprint. Weekly or monthly printed issues are irrelevant for a country with a small publishing output. On the other hand it should be considered feasible for every bibliographic agency to produce quarterly issues, however small, which can then be cumulated to appear in a more permanent annual volume.

6.5 Conclusions

The printed issue of the national bibliography is not only the universal physical form irrespective of size and resources, it is also the form likely to remain in constant and common use. The standardization of some aspects of the printed issue would, therefore, greatly assist the international user and can be considered practical and possible.

It is suggested that all national bibliographies irrespective of size or method of reproduction can appear as printed issues which:

- a) follow internationally accepted standards for paper size, layout, title-page;
- b) include bibliographic details concerning availability, price, etc., on verso of title-page;
- c) display an ISSN;
- d) include bibliographic details of cataloguing tools, etc., used;
- e) include indices of elements not selected in the arrangement order;
- (f) appear frequently: the minimum to be a quarterly with annual cumulations;
- (g) preferably appear in a classified sequence.

The internal arrangement of several languages and/or scripts within the printed issue may follow several patterns depending upon the situation within the country, the comparative quantity of differing records, etc., and will be decided by the national bibliographic agency.

The usefulness of separate sequences or sections for different categories of materials is recognized, but is dependent upon the quantity of records and the decision of the agency.

7 The national bibliography in other physical forms

7.1 As catalogue cards

- 7.1.1 As well as producing printed issues of the national bibliography some national bibliographic agencies have for a number of years been printing individual bibliographic records as catalogue cards. In so doing the agency is performing its additional function of acting as a national cataloguing service. Indeed, the cards produced by some agencies, notably the British national bibliography, are used world wide as are the catalogue cards produced by Library of Congress. (29)

The ordering of such catalogue cards by libraries has been a simple operation ancillary to the book selection process: cards are ordered by the agency's control number at the same time as the publication and hopefully the two arrive, if not together, at least at much the same time. Difficulties arise as the distance from the agency and the publisher increases, and it is the New Zealand or Australian librarian who is best acquainted with the problems of matching LC or BNB cards with American and British publications.

An interesting attempt to combine the printed issues of the bibliography with the provision of catalogue cards was made in the Egyptian national bibliography; the entries in each issue were printed three to the page and perforated so that they could be cut to form cards. Unfortunately this service did not prove economic and has been discontinued.

- 7.1.2 The future of the card catalogue is at present under examination in many countries. This has followed directly from the introduction of mechanization in library techniques with the possibilities it offers of new catalogue forms which will obviate the old manual burden of large card catalogue maintenance. But mechanization of the national bibliography does not necessarily mean the end of the card catalogues in the national library nor of the production of catalogue cards, which can be produced from magnetic tapes. In Hungary, for example, mechanization of the national bibliography will be effected in 1977 and will coincide with the introduction of new cataloguing rules; this has been considered a suitable opportunity to close the existing card catalogues and open new catalogues making use of the new cards produced from the tapes of the national bibliography.

But alternatives to the card catalogue have already been introduced in many countries and in some national libraries in conjunction with the national bibliography; the British library is one of the most recent. (30) Consequently the sales of catalogue cards have dropped as other services have been offered. In some instances the card service itself is included in the mechanization system: Library of Congress cards have to be ordered on machine readable order slips. (31) Library of Congress' tentative projections to close the main card catalogue, possibly in 1980, do not, however, mean that the cards will no longer be produced and distributed: while there is sufficient demand to support the distribution service financially, the cards will be produced. (32)

- 7.1.3 The card catalogue is likely to continue in many countries and in many libraries. Indeed, just as some countries are closing card catalogues there are others where for the first time there is the possibility professionally and technically of building up adequate resources of records for national use in the card catalogues of national and university libraries or as national union catalogues.

The advantages nationally of the printed catalogue card as the product of the national bibliographic agency are apparent: as a service in supplying cataloguing where original cataloguing can not be undertaken; in preventing duplication; and in ensuring uniformity in national cataloguing practices. As noted in 2.4 (c), one function of the national bibliographic agency is the preparation of national cataloguing rules; the complementary function (2.4(d)), the preparation and dissemination of printed catalogue cards which utilise those rules, is the most effective way of publicising the rules and ensuring their conformity in bibliographic records throughout the country.

- 7.1.4 The world wide distribution and use of cards produced by the larger bibliographic agencies provide the next dimension in assisting the standardization of bibliographic records internationally.

In view of the changing patterns in the production of bibliographic records and the use of card catalogues, it is suggested that further study be made of the extent of catalogue card production by national bibliographic agencies and of their use internationally; and as a corollary, the possible existing and continuing demand for such cards if provided.

7.2 As machine readable tapes

- 7.2.1 The national bibliography in machine readable form offers new ways for the recording of material and new horizons for international exchange. The literature of the introduction of the computer into library techniques is already vast as also is that which deals with the designing and development of mechanization schemes in national contexts. We are now approaching a new stage when examination is being given of the computer requirements of the international bibliographic network which is coming into existence.

In some countries the national bibliographic records are already available as machine readable tapes from the national bibliographic agency which, because of the added flexibility that mechanization supplies, is able to provide services tailored to the requirements of a particular library. Internationally there are already a number of national bibliographic agencies exchanging machine readable tapes, and as the international exchange network develops so will it be possible for each national bibliographic agency to offer a wider range of records and additional bibliographic services.

- 7.2.2 Throughout, in the development of national mechanization schemes, there has been eager anticipation of the possibilities ahead for international exchange and in consequence from the beginning there has been recognition of the need for international standards in designing national formats. Where standards did not exist, there has been a demand for their creation: some of the consequences of those demands are discussed in section 8. Those which relate to the mechanization processes are noted briefly below:

- a) an international standard record structure ISO 2709 was developed for this purpose and is now used by the majority of national library systems in their national formats and also by some international information systems (for example, the UNISIST Reference Manual makes use of ISO 2709 as does AGRIS);
- b) the use of international standards available for various data elements within the format: ISO 3166, the two letter code for country names; identifying numbering schemes, such as ISBN, ISSN, etc.; ISO transliteration schemes when applicable;

- c) international exchange formats - INTERMARC has been a development which had its origins in designing a format for the French language countries and which now includes most west European countries. (33) UNIMARC, the international exchange format prepared by an IFLA Working Group, has been published and is to be tested by a number of national bibliographic agencies (INTERMARC is compatible with UNIMARC). UNIMARC makes use of existing international standards and standard practices such as ISBDs, (see 8.22), ISBNs, ISSNs, ISO 3166. (34) In the Socialist countries a COMECON format is also in preparation; it is expected that this will also be compatible with UNIMARC. MARCAL is also an exchange format developed for Latin American countries which is compatible with MARC and makes use of AACR and ISBDs. (35)

7.2.3 Many of the problems in relation to the development of international exchange have been under examination in the International MARC Network Study which was initiated by a group of national librarians. The Study has been analysing the technical requirements of an operational network and the problems of bibliographic incompatibility (section 8).

It is also apparent that once the network is fully operational and the exchange of tapes or on-line services are generally available, problems different from the technical and bibliographic will require solutions. Some of these concern the basis of exchange and the question of copyright of records:

which records are to be offered for exchange by the national bibliographic agency;

which records are to be held in a national data base;

which records in a national data base are to be consulted by another national bibliographic agency.

In answering these queries, we are recognizing that the records available throughout the network and in most of the national data bases will be hybrid; we are also acknowledging the problem of control over such records.

As we have accepted the national and international functions of the

national bibliographic agency (see 2.4), we accept too that records received under international exchange may be amended to suit national requirements. But should such amended records be available to other agencies? There would be the danger then that we perpetuate the situation of duplicate but slightly different records. Which defeats the objectives of UBC.

The International MARC Network Study has analysed these points and others and suggested some further areas of study (36). A report on the Study will be available during the Congress, with recommendations and suggestions for further action.

8 Content of the bibliographic record

(Background documents: IFLA UBC Office Standardization activities of concern to libraries and national bibliographies.)

8.1 The comprehensive bibliographic record

- 8.1.1 In order to develop the system of UBC it is accepted that each national bibliographic agency undertakes the responsibility of preparing the full comprehensive bibliographic records of the publications produced in the country in accordance with international standards which are accepted and acceptable (see 2.2).

In examining the content of each bibliographic record, therefore, we are considering the international bibliographic standards which exist; whether there are international standard practices available for cataloguing and bibliographic description or whether there is a measure of compatibility among those in use; and what international schemes are available for describing the subject content.

In defining what is meant by the full comprehensive record we accept that all the elements of information pertaining to the full range of bibliographic and library processes are recorded. It is emphasised that it is the responsibility of the national bibliographic agency alone to make the full record; other bibliographic agencies may accept such elements of the record as are required for identification or acquisition purposes; and any library or information unit may select those elements considered necessary within the particular context of its collection or the needs of its users.

- 8.1.2 It should be noted, however, that some national bibliographic agencies are now producing abbreviated records which describe publications as part of their cataloguing-in-publication programme (see 9.1).

There is also the possibility that for purposes of international exchange a distinction may be made between the comprehensive records of ephemeral materials available for national use and abbreviated records of such materials in machine readable form for international use. These may involve national bibliographic agencies in a two step selection process, first of the materials to be recorded (see 5.1) in the national bibliography, and secondly, of the materials for which abbreviated records only will be available internationally. A decision of this kind has

already been made within the ISDS system (see 9.4) whereby abbreviated records are reported to the International Centre for essentially minor interest material. The decision on the choice of material rests with the national serial centre.

Also relevant are the recommendations following the recent survey of the Canadian national bibliography that there would be "modified" or "partial" recording of certain types of material (vertical file, pamphlet material, theses in microform, etc.): "the ideal of full records for all classes of material cannot be met at present." (37)

There is also the fourth possibility of the inclusion in the national bibliography of abbreviated or non-authenticated records: these could be produced by publishers or other agencies for kinds of materials which do not as yet come within legal deposit. Such a practice should be considered an interim measure only; or if a decentralized system is planned for input to the national bibliography (see 2.3.3), there is the necessity for the authentication of contributing organizations and the maintenance of minimum standards in bibliographic recording.

It follows that as well as minimum standards there should be obvious identification in the printed national bibliography of the "status" of alternative source records and some means of upgrading these if considered necessary. (see also 9.1)

8.2 Uniformity of the bibliographic record

Standardization of the content of the bibliographic record is dependent upon the compatibility of the cataloguing and bibliographic tools used among national bibliographic agencies.

- 8.2.1 Although there is no set of cataloguing rules which has been prepared by an international working group, the majority of national cataloguing codes in use have a common basis in the Statement of Principles decided at the International Conference on Cataloguing Principles, Paris 1961. Similarly the three multi-national codes are also based on the Paris Principles: these are

Uniform rules prepared by the USSR Cataloguing Committee: used throughout the USSR and some other Socialist countries (39)

Regeln für die alphabetische Katalogisierung (RAK) : prepared by and used in German-language countries (39)

Anglo-American cataloguing rules (AACR) : prepared by an editorial committee representing Canadian, UK and USA librarians.

Of these three, AACR is the most widely used, not only in English-language countries, but also in translation in countries such as Iran, Korea.(40) A new edition, to be published by the end of 1977, is taking this widespread use into consideration in the revision.

In considering the international use of one cataloguing code, it is relevant to note the statement made in December 1976 by representatives of the National Library of Australia, the National Library of Canada, the British Library and the Library of Congress, that all four libraries would be adopting the new edition of AACR, that there would be a period of staff training, etc., so that machine input of records in conformity with the new rules would begin in late 1979, in order "to prepare and process entries appearing in the first 1980 issuances of printed and machine readable cataloguing records." (41)

- 8.2.2 An accepted and acceptable tool for standardizing the descriptive part of bibliographic records has been created in the International Standard Bibliographic Descriptions. (ISBDs) which have been developed within IFLA in the past eight years. The descriptions resulting from the ISBDs are comprehensive, providing all the descriptive information required in a range of bibliographic activities. By assigning an

order to the descriptive elements and specifying a system of punctuation their use aids international communication and the exchange of records. The descriptions resulting from ISBDs are not normally used by themselves, but they do provide for identification (choice) of intellectual responsibility and show the form of author's name as it appears on the title-page: this is the basis for alleviating differences among cataloguing codes, and is also a major step forward in aligning the records produced by national bibliographies with those of the international information services (see 9.3).

The ISBD for Monographs (ISBD(M)) has been translated and introduced into a number of cataloguing codes and national bibliographies. The more recent development of the General ISBD (ISBD(G)) as a framework for all ISBDs dealing with specialized materials has stabilized the current ISBD programme and given compatibility to the new texts. Those available in 1977 will be:

Annotated text of ISBD(G)
 ISBD for Serials (ISBD(S))
 ISBD for Cartographic Materials (ISBD(CM))
 ISBD for Non-book materials (ISBD(NBM))
 (and also ISBD(M) 1974 edition)

- 8.2.3 It is accepted as a basis of UBC that the national bibliographic agency is best placed to know or to determine national authors' names (both personal and corporate); and that it should be the responsibility of the national bibliographic agency to maintain national authority files (see 2.4 (b)).

With personal authors it is accepted that national usage with regard to name patterns prevails, and the revised edition of the IFLA manual Names of persons, which gives guidance on name usage in over sixty countries, will serve as a useful harmonizing tool (published early in 1977). An urgent task that remains is to consider the establishment of international standard principles and priorities to be followed in creating national authority files: for example, the list of preferred ways to distinguish authors of the same name. Agreed international guidelines would be applicable in manually maintained authority files as well as those held and updated in machine readable form. The latter offer infinitely more possibilities and complexities with the prospect in time of integration into an international author file. Studies are

already under way in Canada, the USA, Hungary, France and the INTERMARC group, and it is suggested that this work be co-ordinated at the international level through the establishment of an IFLA Working Group on authority files.

Corporate bodies as authors continue to present problems. The Paris Statement of Principles in establishing the basis for choice and form of heading and entry word for corporate bodies as authors has been differently interpreted which has led to some wide divergences in cataloguing practices. (42) It is now agreed in accordance with present day concepts of national responsibility in cataloguing, that the search for international compatibility in dealing with corporate bodies should concentrate first on establishing some basic agreements on the forms in which corporate headings should be presented (including structural details, order of subsidiary bodies, punctuation, possible coding of elements). An IFLA Working Group, recently established to consider the whole problem of corporate authors, is looking first to reach agreements on forms of headings.

8.2.4 Essential to the standardization of records and especially useful for retrieval purposes is the inclusion of available international standard identifying numbers:

ISBNs: designed by the publishing trade for their housekeeping purposes, used by librarians for bibliographic reasons; now under examination to consider the extension of the system to other types of material (see 2.4(f))

ISSNs: allocated by national serial centres in conjunction with the International Centre for the Registration of Serials in Paris (see 2.4 (e) and 9.4)

Also useful in the identification of records are:

ISO 3166: 2-letter country code

ISO R639: language code for distinguishing the language of the material recorded (unfortunately this is not compatible with ISO 3166).

8.3 Subject content of the bibliographic record

- 8.3.1 It is recognized that to find an acceptable international approach to subject identification is the most difficult of all: indication of the subject content is that element of the bibliographic record which requires the most intellectual attention and receives the most varied treatment; and such treatment in national bibliographies must be related to a country's cultural environment and users' requirements.

For international exchange the advantages of the internationally-used classification schemes are apparent. There has been some discussion on the possibility of thus realising "shared classification" (similar to "shared cataloguing"), the acceptance of a classification scheme and class numbers formulated by one national bibliographic agency and used by another. This was the basis of a study in Denmark of which internationally-used classification scheme would serve best the needs of their large research libraries. (43)

- 8.3.2 Cheffins points to the large number of national bibliographies which are at the moment using variations of the Dewey Decimal Classification (DDC) and of the Universal Decimal Classification (UDC) in arranging entries in the printed issues. Both schemes have the advantages (for international use) of using numbers which are not only more easily understood but are less easily misinterpreted than words. It is acknowledged that one country's allocation of DCC or UDC numbers may not be identical with another: but that is the totality of the problem of subject approach, and does not relate particularly to any one scheme. (44)

We have already pointed to the advantages of the printed national bibliography arranged in classified sequence, and it is suggested that as a pragmatic and practical step towards the standardization of those sequences the national bibliographic agencies presently using UDC or older editions of DDC or broad Dewey divisions consider the introduction of an arrangement in accordance with the current edition of DDC (45). A decision to this effect need not be implemented immediately, but could be made in principle, to take effect whenever the next edition of DDC is available (possibly 1979): this decision has already been taken by the four English-language countries, Australia, Canada, UK and USA, in association with their decision to adopt the revised AACR (see 8.2.1).

At the same time it is suggested that a study be made through an international working group of the implications for DDC, which is an American based classification scheme, of its international use, its international applicability and the sensitivity of its editorial committee to its international use. Many countries already have made national extensions to DDC to cover language and literature, etc.; the Singapore national bibliography, for example, includes the very detailed schedules for Singapore and Malay language and literature at the beginning of its annual volume. In France a national DDC committee has been established to look at the application of DDC in French libraries and its introduction into the national bibliography.

A similar study could be made of UDC in considering its applicability for international exchange.

- 8.3.3 In machine readable files there are infinitely more possibilities of using sophisticated subject approaches such as PRECIS with international exchange available through the development of multilingual thesauri and much work has already been undertaken in Unesco and ISO. (46)

At least three of the largest mechanized library systems (Canada, UK and USA) at the moment include two alternative classification scheme numbers in their machine readable records (DDC and Library of Congress), and the addition by other large mechanized national bibliographic agencies of a second internationally used scheme (in describing their records) would appear to offer an enormous increase in exchange possibilities.

8.4 Transliteration or romanization

As already noted in 6.3.3, it should be accepted as a long term policy that records are reproduced in the national bibliography in their original language and/or script; hence we should be anticipating that transliterated or romanized records will not be appearing in the national bibliographies of the future.

At present there is the need for the romanization of some complete records (for the integration of a small number of non-roman records into a predominantly roman script national bibliography); or of some headings (for the interfiling of multi-script records in one multi-script sequence); or for roman script records to appear in a predominantly non-roman script bibliography.

It is accepted that romanization is not a perfect solution and that problems immediately arise because of the variations in the transliteration schemes in use. A national scheme need not necessarily be that developed by ISO or that used in another country. For example, Japanese authors' names can appear differently in roman script books published in Japan (and romanized according to the Kunrei scheme) and in romanization records of their works in Library of Congress (using the Hepburn system). The exchange of machine readable records in romanized forms following different transliteration schemes will ultimately hinder not aid bibliographic communication.

It would be preferable if transliteration were considered as a national, not an international, exchange problem; that is, the national bibliographic agency in receiving machine readable records from another agency accepts that they will have been created originally in the language and/or script of that country, and thereafter deals with the records in accordance with national requirements. In all instances of transliteration or romanization the records should be clearly distinguished as such.

It would also assist international compatibility if the ISO transliteration schemes were more widely accepted and used; in this respect national bibliographic agencies could help by giving ISO assistance in the preparation and revision of new and existing schemes. (47)

8.5 Conclusions

The national bibliographic agency, in accepting responsibility for preparing the comprehensive bibliographic records of its publications, should:

- a) undertake the maintenance of an authority file of its national authors, personal and corporate, including official and governmental bodies;
- b) where necessary, assist the standardization of personal name usage within the country by establishing authoritative rules for the choice of entry elements for personal authors' names;
- c) adopt the ISBDs as developed, the international standard manuals available for making the descriptive part of the record;
- d) utilize international standard identifying codes as available, such as ISBNs, ISSNs;
- e) consider the establishment of an ISBN national agency or an ISSN national serial centre where these are not already in existence;
- f) consider an arrangement of the printed issues of the national bibliography in accordance with an internationally-used classification scheme;
- g) where DDC is already used in arranging the entries, consider the adoption of the current edition of DDC; or the latest edition when available;
- h) where romanization or transliteration schemes are used in the printed issues, state clearly in the introduction which scheme is followed;
- i) consider the adoption of international transliteration schemes (produced by ISO) as the basis for international exchange
- j) for national bibliographic agencies already using AACR, consider the adoption of the new edition when published;
- k) in anticipation of the adoption of new practices or cataloguing rules, undertake training schemes in their use;
- l) undertake all changes in cataloguing practices at a time

convenient to the national bibliographic agency
in its production of the national bibliography.

In relation to (a), support should be given to two international projects:

- the establishment of guidelines for forms of corporate body names (IFLA Working Group already under way);
- the establishment of guidelines for creating authority files (international working group to be established).

PART III THE NATIONAL BIBLIOGRAPHY: EXPANSION AND DEVELOPMENT

9 Other aspects to consider9.1 Cataloguing-in-publication programmes

- 9.1.1 In order that the national bibliography serve, as an effective tool for the selection and acquisition of materials, the bibliographic record of a publication should appear with the smallest possible delay after its publication. (see also 6.4) But even the larger and well organized national bibliographic agencies find it difficult to maintain a consistent work flow; delays may occur before deposit (see 4.4) or within the agency or in the production of the printed issues. Cheffins' sample analyses of percentages of imprint dates appearing in printed issues show some considerable delays; the Canadian issue for June 1975, for example, which contained only 3% of entries with the 1975 imprint.

One solution to match more closely the appearance of the publication and the availability of its bibliographic record has been through cataloguing-in-publication (CIP) programmes; that is, through co-operative schemes of publishers and the national bibliographic agency whereby the bibliographic record is prepared in the agency before publication from information obtained from the publisher or from galleyproofs supplied by him; the record is then included in the publication, on the verso of the title-page or the inside last page. CIP entries in the publication assist librarians and publishers; and ensures some standardization of citations as well as of records.

The existing CIP programme in the USA, though not linked to the production of a national bibliography, shows considerable achievement, using the resources of a large library and a highly organized and well disciplined publishing industry; the benefits to libraries are Library of Congress catalogue cards available on or before publication date (for non-CIP publications the delay is eight to ten weeks) and the CIP records are on MARC tapes four to six months before publication. The CIP programme in Brazil is also not linked to a national bibliography (the CIP office in São Paulo produces its own bibliographic lists) but is a co-operative venture of librarians and publishers. (48) In the USSR there is the legal obligation for publishers to include CIP data,

in the form of model catalogue entries within the book or as catalogue cards issued with the publication. Again this programme is not linked with the production of national bibliographies in the USSR, but it is coordinated by the Lenin Library.

- 9.1.2 Other current schemes are part of the programmes of national bibliographic agencies and are linked with the appearance of records in national bibliographies. Here we are concerned not so much with the model entry as it appears in the publication, but with the advance and abbreviated records produced in machine readable form or appearing in printed issues of the national bibliography. In the Federal Republic of Germany CIP entries are considered as pre-records and they are listed separately in a weekly supplement, with the complete record appearing later in the main issue. (49) The Australian CIP records are included in the printed issues, the record is expanded on receipt of the publication and is then repeated in its revised and definitive form in a subsequent printed issue. A similar pattern is planned for the British CIP programme.

This repetition of a record can be costly in space and may be confusing to users. Some doubt has also been expressed in Germany of the necessity to repeat the full record after the appearance of the CIP record. From this point of view the German solution of a separate supplementary listing might be considered more useful and more economical; it is also a familiar pattern for those national bibliographies which normally appear in several separate sections. It is essential that CIP records, whenever included in the normal sequence of printed issues, be clearly distinguished as such; and similarly revised and upgraded records on their appearance.

The advantages and possibilities of CIP programmes are being explored in an increasing number of countries (Colombia, for example, is just embarking on a programme (50)), to such an extent that a meeting was held in Library of Congress in September 1976 of representatives of all such programmes to examine common problems and to consider whether there was the need to develop international CIP standards. (51)

9.1.3 Conclusions

CIP programmes to be successful in operation and coverage require the close co-operation of the publishing industry with the national

bibliographic agency; and the main advantage that the agency can offer to publishers to join such a programme is the early appearance of a record in a national bibliography as a selling point.

It is emphasised, however, that a CIP record can never take the place of the authoritative definitive record prepared by the national bibliographic agency.

With this proviso, it seems essential that certain standards are recognised and maintained in the production and presentation of CIP records: (some of the points made here have already been noted under 8.1.2)

- a) that CIP records are identified immediately by some distinguishing feature (control number, code, or symbol, etc.) in both printed issues of the national bibliography and in machine readable forms;
- b) that the method by which CIP records are upgraded or replaced by full definitive records should be stated and easily identified;
- c) following from (b), that consideration should be given to establishing an international standard technical method for the upgrading of records;
- d) that agreement should be reached upon a minimum set of elements to be included in CIP records; and that such a minimum set should
 - follow ISBD order and punctuation in the description;
 - include ISBN, ISSN or alternative and appropriate international numbering scheme;
 - include subject identification in accordance with an internationally-used scheme.

The present situation shows the uneven and inadequate recording of the publications of intergovernmental (and other international) organizations in their own bibliographies or in the national bibliographies of the countries in which the organizations are located (see 3.1). Of the forty intergovernmental organizations covered by Sinnassamy, the majority issue some listing of their publications, usually as sales catalogues, but few compile full bibliographies (Unesco and OECD are exceptions). Alecso, Unesco, the Commonwealth Secretariat, and UPU, are examples of organizations the publications of which are included in national bibliographies: evidence suggests, however, that this recording is selective, and in present conditions will continue to be so. To extend national deposit stipulations to intergovernmental organizations would place a heavy burden on some national bibliographic agencies.

At the moment none of the intergovernmental organizations produce bibliographies which meet the established requirements of UBC (see 1.1). It is suggested that the solution to be found within the organizations themselves is the preparation of full CIP entries in accordance with international standards. Indeed, as author, editor, publisher and printer of the materials they produce, intergovernmental organizations appear to supply the optimum conditions under which a CIP scheme can become operational: all the functions expressed in the bibliographic record are at hand within the organization. Such CIP records thereafter could be cumulated to appear as issues of organizational bibliographies. UN in New York is at the moment discussing the possibilities of just such a programme. As a preliminary step, the inclusion of ISBN and ISSN numbers in publications of intergovernmental organizations would assist their identification and retrieval.

The bibliographic control of the publications of non-governmental and other international organizations though similar is less fraught with problems, basically because their publications are less numerous and less fragmented.

The national bibliography in relation to international information systems

UBC is as appropriate a concept for the records of information systems as for libraries: the avoidance of unnecessary duplication, the possibility of using the same record in a variety of bibliographic situations for several purposes. Hence it would be a service to all users if the records made for the national bibliography for different types of materials could be re-used when required in such mission oriented international systems as INIS and AGRIS. The informational needs of these systems are to be found usually in specific subject fields of such national publications as monographs, serials, reports, government documents, etc., all of which may be deposited material and as such recorded in the national bibliography.

In practice the transference of records does not at the moment take place, because of the lack of promptness in the national bibliography's recording, because of differences in machine readable formats in use, because of different traditions in bibliographic description and cataloguing practices. AGRIS, for example, with a format based on the UNISIST Reference Manual, uses English as the carrier language and hence translates titles, with the original language title provided elsewhere in the record.

A possible solution can be envisaged for the international information systems which operate on a de-centralized basis with national or regional centres contributing records for distribution through a central agency. Such national centres, if established within a national bibliographic agency or in close association with it, will have access to materials received on legal deposit as well as maintaining its necessary links with specialist institutions. The national bibliographic records in specific subject fields can be re-used for the information system; and conversely the records produced by the information centre in some special subject fields and special types of materials (for example, serial articles, research reports) can appear in the national bibliography. An example of such co-operative usage of records exists in Malaysia where the national input to AGRIS is undertaken by three libraries with the national library co-ordinating all input operations.

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This solution, however, can only apply when it has been accepted that the full comprehensive record of the national bibliography satisfies the requirements of the information system; or that a sub-set of the comprehensive record in accordance with special stipulations can be utilised through a computer programme. This would be in keeping with the present plan of updating the UNISIST Reference Manual in accordance with current bibliographic practices and library automation formats.

The national bibliography in relation to the International
Serials Data System

The International Serials Data System (ISDS) with the International Centre for the Registration of Serials in Paris warrants particular consideration because of its close relationship with national bibliographic agencies and its importance in promoting national and universal bibliographic control. ISDS, in dealing with the registration of a type of publications, serials, can be considered as a separate and complementary sector in the development of UBC.

ISDS is a decentralized system with national and regional serial centres operating in conjunction with the International Centre in Paris. The majority of national serial centres already established are situated in national libraries and in the national bibliographic agency (sec 2.4 (e) of those libraries. Such centres undertake the preparation of serial records for the national bibliography at the same time as making the records for reporting to the International Centre. Some concern has been expressed that this may in fact entail two different records, one for the national bibliography in accordance with cataloguing rules and ISBD(S), the other for the International Centre using the ISDS Guidelines and concentrating on ISSN and Key title. If this were indeed so, it would lead to confusion in the exchange of records in machine readable form.

In practice the situation is straightforward. The tools used in bibliographic description, the ISBD(S) and the Guidelines are compatible (the Guidelines are being revised in accordance with the new edition of ISBD(S)); and national serial centres in recording the first issue of a serial are in practice making a master record from which the ISDS record can be extracted. (52)

It is certain that the continuing expansion and development of ISDS will influence all aspects of serial control and recording; and of citations and references to serials. Further examination of particular aspects is required: for example, of the relationship between the ISDS data file of serials and the serial records of national bibliographies; of the influence of the "key title" in serial retrieval and in bibliographic references. Another aspect of ISDS development which may have relevance to the establishment of new national bibliographic agencies is the establishment of regional serial centres (for South East Asia and in Moscow) thus obtaining an experience in resource sharing (see section 10).

Resource sharing

(Background document: Massil, S.W. Resource sharing for national bibliographic services)

We can say very simply that "resource sharing" - interpreted in the broadest sense - is the foundation of UEC: the "resource" which we plan to "share" on a reciprocal basis is the collection of bibliographic records of the publications of each country. A more sophisticated concept of "resource sharing" is the development of the International MARC Network of national libraries producing and receiving machine readable tapes of national imprints (see 7.2.3). Or equally within a country, all our plans to integrate our collections and our services into a national information system.

In the context of the present Congress, however, we are considering "proposals for the sharing of resources to assist countries, to achieve national bibliographic control, using either manual or computerized methods of producing national bibliographies" (Introduction). We are concerned here with resources which may be financial, technical and/or professional and which may be utilized among countries in a variety of patterns at the national, regional and international levels:

"The purpose of such resource sharing is to strengthen, integrate and sustain the commitments to national bibliography and UEC... Resource sharing is not just an option but a necessity in the face of problems and advances that will outstrip the unprepared and unsupported... Reliance on the sharing of resources should spread the burdens so that countries with the less developed resources can be backed by those that have achieved more sophisticated systems and greater articulation of resources."

(Massil, p.5)

Some examples of resource sharing in the production of national bibliographies already exist and others can be postulated:

- a) At the national level: two or more institutions within a country co-operate in preparing the records and producing the national bibliography. An example is Trinidad and Tobago where the acquisition, editorial and production tasks are shared between the Central Library and the Library of the University of the West Indies, St. Augustine. Co-operation of this kind is particularly useful in countries where a national library has not yet been established; or where there is no deposit law; or where professional resources are limited.

- b) At the regional level: several national bibliographic agencies prepare and contribute bibliographic records to one central agency, or one national agency, among themselves, which undertakes the responsibility for the production of a regional bibliography.

An example is the annual regional bibliography of the Caribbean which is to be produced by CARICOM (Caribbean Community) and will include entries for the national imprints of the thirteen territories of CARICOM.

Similar, but in a more limited sense, is the relationship among the five national serial centres which make up the South East Asia Regional Serial Centre (see 9.3); each contributes serial records to the Regional Centre in Thailand which communicates these to the International Serials Centre in Paris.

- c) At the international level: assistance from one national bibliographic agency to others in the preparation of their bibliographic records and/or the production of their national bibliographies.

To some extent Library of Congress through its regional offices in various parts of the world undertakes this method of resource sharing, though there is not at the moment any commitment on the part of Library of Congress to aid national bibliographic development. (53) Opinion has been expressed that the existence of its regional offices and their production of highly efficient and sophisticated Accessions lists has retarded national bibliographic activities in particular countries; the contrary view of "the beneficial influence of highly qualified services on local development" has also been stated (54). The latter is reinforced by recent experience in Kenya where local librarians in planning for the establishment of a national bibliographic agency have received encouragement and training from the staff of the Library of Congress Regional Office.

It is known that much aid is available from larger countries to assist the library development of smaller countries and it is suggested that

ways of co-ordinating funds derived from aid and national resources be investigated so that co-operative schemes of national bibliographic development can be implemented. In particular further examination of the ways in which the larger mechanized national bibliographic agencies can assist smaller countries in the production of their national bibliography in printed issues and in machine readable form in order that they may participate in and make use of the developing MARC network.

It is also suggested that further consideration be given to the establishment of regional groups for the purpose of producing regional bibliographies. It is acknowledged that the problems of regional library development are considerable and similarly of trying to establish regional bibliographic control. But there are some advantages: for geographic reasons, for example, development at the regional level may precede the national and may stimulate national professional and technical resources. Future development in bibliographic control among the small islands of the South Pacific, for example, will probably best be undertaken on a regional basis (55).

11

Recommendations

Throughout the Working Document suggestions for action which would improve national bibliographic control and standardize aspects of national bibliographies have been set out. Some are long-term proposals and relate to matters of policy and principle. Others are very specific, directed particularly at the practical improvement of the printed national bibliography and at the harmonization of our cataloguing practices: the conclusions to those sections spell out the proposals in detail. Here the various suggestions have been re-grouped and presented in draft form for examination by Congress participants.

11.1

Legal deposit: recommendations (see section 4 and conclusions 4.6)

- That countries examine existing deposit laws and consider their provisions in relation to present and future requirements in order to develop and maintain national bibliographic control: and that, where necessary, existing laws are revised.
- That countries currently without legal deposit examine the possibilities of its introduction as a means of strengthening national bibliographic control.
- That new deposit laws should state the objective of legal deposit in relation to the national bibliography; ensure that the deposit of copies is relevant to the requirements of the national library system; be comprehensive in terminology and wording to include existing types of materials with informational content and others which may be developed; include measures of enforcement of the laws.

11.2

The selection of materials in the national bibliography: recommendations (see section 5 and conclusions 5.5)

- That national bibliographies as a minimum include the records of monographs and first issues of serials of the national imprint; and that other categories of materials be included in accordance with the requirements of the national library community and the resources of the national bibliographic agency.
- That the national bibliography include records for materials in all the languages and/or scripts in which publications are produced within a country; and that these records are reproduced in the languages and/or scripts in which the publications originally appeared.

- That further study be undertaken to identify different categories of materials to be recorded in national bibliographies (to be undertaken in relation to the examination of legal deposit stipulations noted above); and that the further analysis of the reasons for exclusion and inclusion be identified.

11.3 The presentation and frequency of the printed national bibliography: recommendations (see section 6 and conclusions 6.5)

- That the printed national bibliography appears in printed issues following internationally accepted standards for paper size, layout, title page and contents; that in so doing it includes information about its coverage, the basis for the materials recorded, the bibliographic tools used in recording; that it is arranged in classified order.

- That it appears as a minimum quarterly with annual cumulations.

11.4 Catalogue cards: recommendations (see 7.1)

- That a study be undertaken of the production of catalogue cards by national bibliographic agencies; and of the use of such cards internationally; and of the potential use of such cards if produced and available for international distribution.

11.5 Content of the bibliographic record: recommendations (see section 8 and conclusions 8.5)

- That the national bibliographic agency, in fulfilling the objectives of UBC, should undertake responsibility for preparing the full comprehensive bibliographic records of its national imprints and in so doing should adopt the international standard manuals and standard descriptions which are available, specifically the ISBDs; should maintain an authority file for national authors, personal and corporate, in accordance with agreed international guidelines; should consider the adoption of an internationally used classification scheme in the arrangement of records; in anticipation of the introduction of new cataloguing rules, new descriptive practices or new subject approaches, should undertake training courses within the country to familiarize the national library community with the new practices.
- That specific projects to assist the continuing process of international bibliographic standardization be undertaken:

authority files: establishment of an international working group to examine the preparation of internationally agreed guidelines for authority files which will have relevance for both manual and mechanized systems;

abbreviated records: establishment of an international working group to examine the consequences of abbreviated records: their source (CIP, decentralized agencies, publishers' records, etc.), status, minimum standards, upgrading processes, etc. (see also 9.1)

classification and subject approach: establishment of an international working group to examine the possibilities of extending the use of internationally-used classifications schemes in printed issues of the national bibliographies;

ISBNs : encouragement to the ISBN Agency, Berlin, to complete its survey on the extension of ISBNs to other types of materials.

11.6 Intergovernmental organizations: recommendations (see 9.2)

- That intergovernmental organizations investigate the possibilities of improving their present methods of recording their publications, in particular examine the possibility of introducing cataloguing-in-publication schemes.

11.7 International information systems: recommendations (see 9.3)

- That studies be made of the possibilities of utilizing records produced for national bibliographies as national input to some international information systems; of the relationship between the full comprehensive record produced for the national bibliography and the bibliographic requirements of international information systems.

11.8 The International Serials Data System: recommendations (see 9.4)

- That national bibliographic agencies consider the establishment of a national serial centre in those countries where such a centre does not yet exist; and the introduction of ISSNs in their serial records.
- That studies be made of the interrelationship of the ISDS data file of serials and the serial records of national bibliographies, both in

the implications for bibliographic recording and for retrieval purposes.

- That encouragement be given to extending the use of ISSN and 'Key title' in bibliographic references and serial retrieval systems.

11.9

Resource sharing: recommendations

That feasibility studies are made of the possibilities of establishing regional bibliographies in areas where there is some geographical and language unity and where the publishing output of each territorial unit is small.

That national or regional seminars and training workshops be organized for cataloguers and librarians on the use of international standardization manuals (such as ISBDs) and other bibliographic standards and the application of standardized cataloguing practices; and that such seminars be supported and assisted by national bibliographic agencies already using the international standards through the participation of professional staff from such agencies.

That Unesco, through its support for UBC, be asked to provide the necessary funding for pilot schemes to establish national bibliographic agencies or produce national bibliographies in accordance with the framework set out in 12.

The national bibliography: the draft of an international framework

This section is presented to Congress participants as a draft, setting out in various clauses the objectives, functions and practices of a national bibliographic agency. The clauses have been worded so as to have relevance to every national bibliographic agency, whatever the size of the country and of its national imprint and of the resources it utilizes in preparing and producing the national bibliography.

Agreement by the Congress participants on the contents of this draft and their acceptance of the statements made in it (amended and reworded as the Congress decides) will result in the appearance as a Congress document of:

"An international framework for a national bibliographic agency: agreed objectives, functions, practices."

- a) The "component national part" in developing UBC is generally the national library (or another institution) receiving in accordance with national deposit laws all types of materials with informational content : and within the national library the functions relating to national bibliographic control are carried out by an organizational unit, the national bibliographic agency.

- b) In order to fulfil the two major objectives of

collecting and preserving the national imprint, and
creating the authoritative bibliographic records of
the items that make up the national imprint,

national deposit laws are constituted so as to be

comprehensive in stipulating the types of materials with
informational content which are to be deposited;
specific in recognizing the national library (or another
institution) as the receiver of deposit copies;
explicit in stating, as a purpose of deposit laws, the
preparation of national bibliographic records.

- c) The national bibliographic agency, in undertaking the functions relating to the "component national part" in the UBC system, accepts the responsibility to prepare the authoritative bibliographic records of the items received under national deposit laws; and to produce those records as a national bibliography in printed issues which appear regularly and frequently, and in other physical forms which the agency may decide. Production of the national bibliography is the primary function of the agency.
- d) In order to carry out its national and international roles in the establishment of the national bibliographic agency the definitions of its functions are authorized through statutory provisions at governmental level; and it is ensured of the technical and professional resources required for the preparation and production of the national bibliography: that is, professional staff able to prepare the authoritative bibliographic records of the national imprint and equipment to produce the national bibliography frequently and regularly as printed issues and other physical forms which the agency may decide.
- e) The national bibliographic agency may in support of and in addition to its primary function undertake a number of other functions which relate to
 - its national role as a leader within the national library community;
 - its international role as the centre for the receipt and exchange of bibliographic records from other national bibliographic agencies.

(Some of these functions are listed in 2.4.)

The acceptance of these additional functions is dependent upon the resources of the agency.

- f) The national bibliographic agency, in preparing the authoritative bibliographic records of the national imprint, accepts and adopts the international standardization manuals, the international bibliographic standards and codes, and the international standard practices which have been established:

that is, ISBDs, ISBNs, ISSNs, and other international standards as developed.

- g) The national bibliographic agency, as a corollary to its primary function, undertakes responsibility for maintaining an authority file of its national authors, both personal and corporate, and for establishing authoritative forms of names for its national authors; and in so doing maintains the authority file in accordance with internationally agreed guidelines; and may decide national rules for determining the entry words for national names.
- h) The national bibliography agency, in producing the authoritative bibliographic records as the national bibliography in physical forms as printed issues, as catalogue cards, as machine readable records, accepts and adopts the international standards which are presently available and such others as are prepared in accordance with the needs of the international library community.
- i) The national bibliographic agency, as the centre for the receipt and exchange of bibliographic records from other national bibliographic agencies, accepts those records as the authoritative bibliographic records of other national imprints; that is, accepts that the records received are made in accordance with internationally agreed standards and practices.
- j) The national bibliographic agency, in producing the national bibliography, includes the authoritative bibliographic records in all the languages and/or scripts of the national imprint in the original languages and/or scripts.

The inclusion of other types of materials and the exclusion of particular categories of the materials is the decision of the national bibliographic agency.
- k) The national bibliographic agency produces the printed issues of the national bibliography regularly and frequently, quarterly with annual cumulations; and includes in each printed issue

information describing its contents and its arrangement.

The appearance of printed issues at more frequent intervals or in various parts is the decision of the national bibliographic agency.

PART IV THE NATIONAL BIBLIOGRAPHY OF THE FUTURE

13 Looking ahead ...

Throughout this Working Document, in suggesting ways by which we can improve the scope and coverage of national bibliographies and increase the possibilities of international exchange through standardization of presentation and content, we have been considering not only the present situation but have also been looking ahead to visualize future developments in national bibliographies as reflections of a country's publishing output. Some of the proposals in this paper are, therefore, long term, and all suggestions, it is hoped, have the solid basis of improving current national bibliographies in ways which will have relevance for their futures.

As the basis for considering future developments is our expectation of the future requirements of information users and consequently of an expanded range of information services. We are anticipating that there will be an extended and extensive expansion in the use of national bibliographies, nationally and internationally, in order to satisfy the demands for information in different physical forms, in different languages, and from wider sources. The incentive and the impetus behind our search for national bibliographic control and UBC is our responsibility towards our library users.

We are anticipating new developments in national bibliographies which are reflected in the recommendations and proposals set out in 11 and which should be taken into consideration in the planning of all national information systems:

Here, in summary form, are our expectations of the future role and functions of the national bibliography:

- a) The national bibliography in recording national imprints will include
 - i) an increased range of non-conventional printed publications and of new types of information carriers (see 3.1);
 - ii) an increased range of publications in languages and/or scripts other than the official language(s) and script(s) of the country (see 3.2);

- b) The national bibliography, in order to satisfy user requirements and to build up an archival record of material relating to or about the country, may decide to include materials outside of the national imprint but relating to the country and/or to its national authors (see (a) ii above and 3.3);
- c) Arising from (a) and (b) above, the national bibliography of one country will be used as a selection and acquisition tool widely in other countries not only in national and academic libraries and special institutes but also in libraries serving the general public. Libraries will be subscribing to a number of national bibliographies in order to satisfy user requirements (see 3.2).
- d) The national bibliography, as well as being available in machine readable form, will continue to appear as printed issues because of the convenience of that physical form and its universality (see 6.1). As well, microform editions will increasingly be utilized.
- e) The national bibliographic agency will have at its disposal a comprehensive computer based system with programs capable of different scripts which will
 - regulate internal library operations;
 - produce the national bibliography in machine readable form from tape transfer to on-line operations;
 - maintain the national data base of the national imprint;
 - provide an extended range of bibliographic and information services to national users.
- f) The national bibliographic agency, as a corollary to (e) above, is likely to undertake a number of additional functions pertaining to its national and international roles. Some of these will be as facets of the library community (see 2.4); others may relate to information systems and services (see 9.3).
- g) In the national context, the national bibliographic agency may take on the added functions of a national book acquisition agency.

That is, complementary to receiving orders from other agencies, the national bibliographic agency may undertake a national service of ordering, receiving and processing publications from other countries for the national information system.

- h) In the international and national context, the national bibliographic agency may be requested to develop romanization or transliteration schemes of national scripts for submission to ISO for approval as international standards; such schemes to be developed taking account of computer exchange requirements.
- i) The national bibliographic agency will be the national centre for the receipt of machine readable tapes from other bibliographic agencies and for the despatch of national tapes. The establishment of such national exchange centres in an international communications network will imply the creation of compatible national data bases which together will form an international data base; and may require some machinery for supervising the operational aspects of the network, for updating the exchange format, and for controlling the legal aspects of exchange agreements.
- j) As the result of the establishment of an international communications network ((i) above), the demand for the standardization of cataloguing rules and practices will become even more urgent. Some of the decisions taken on the standardization of bibliographic records will only be effective at the level of international exchange; but will inevitably affect national usage.
- k) The use of an international standard bibliographic description in the preparation of bibliographic records will be the basis for compatibility in their international exchange. Such a cataloguing tool already exists and is being developed in the International Standard Bibliographic Descriptions (ISBDs) for different kinds of materials.
- m) National differences in allocation of author responsibilities or in choosing a catalogue heading or entry word may be obviated

by the use of a unit record, consisting of the descriptive part of the bibliographic record with the addition of all names associated with the work.

- n) In printed issues of the national bibliography (see (d) above) headings will still appear and the selection of the appropriate heading and the form that heading will take will be a national responsibility in accordance with national cataloguing rules but based on accepted international guidelines (see 3.2.3).
- o) The national bibliographic agency, as a consequence of (n) above will maintain an authority file of national authors, personal and corporate, established in accordance with internationally agreed guidelines. This in turn will lead to the development of an international authority file, built up from compatible national files, with the coding of universal authors' names.
- p) The national bibliographic agency, in operating at both national and international level, will prepare bibliographic records which are master records incorporating all elements of information which may be required at national or international level. These may include for example, forms of names in original languages (for international exchange) and in translated forms in the language of the country (for national use)
- q) The continuing and extended applications of ISBNs and, for serials, of ISSN and Key titles is likely to influence the standardization of citations and bibliographic references.
- r) The extension of existing CIP programmes and the development of new ones will result in a high proportion of records appearing in the first instance in abbreviated form: their upgrading will follow a standard agreed procedure.
- s) The national bibliographic agency, in developing its functions in pursuit of the goals of national bibliographic control and UBC, will accept as the basic premise the necessity to adopt and implement international standards as developed.

- t) The urgency of the programme of standardization has been stated above. At all times it is necessary to remember that "standardization is dynamic, not static, it means not to stand still but to move forward together." (56) Standards must be monitored and updated. For this the continuing support of national bibliographic agencies will be required, in particular their active participation in the work of the organizations concerned with bibliographic standardization, at the national level, and at the international level, notably the International Organization for Standardization (ISO) and the International Federation of Library Associations and Institutions (IFLA).

PART V SOURCES AND REFERENCES

In preparing the Congress Working Document particular use has been made of the Background Documents prepared for the Congress; a number of other source materials have also been extensively used.

The Background documents and Other sources are set out below, described in accordance with ISBD(M).

References and citations which relate to a quotation or to the source of some details or evidence presented in the Working Document have been numbered throughout and are listed. Where available, as well as the citation of the original document, a note has been made of English translations or summaries : a number of these appear in the quarterly journal of the IFLA UBC Office, International cataloguing (Int. cat.).

14 Sources14.1 Background documents

CHEFFINS, Richard H.A.

National bibliographies; a survey of their contents / by
Richard H.A. Cheffins. - Paris: Unesco, 1977. - 30 cm
(PGI-77/UBC/Ref. 1)

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS. International
Office for UBC

Standardization activities of concern to libraries and national
bibliographies: an outline of current practices, projects and
publications / compiled by IFLA International Office for UBC.
- London: IFLA Committee on Cataloguing, 1976. - xii, 36p.;
30 cm ISBN 0-903043-09-2

MASSIL, Stephen W.

Resource sharing for national bibliographic services / prepared
by S.W. Massil. - Paris: Unesco, 1977. - 30 cm (PGI-77/UBC/Ref.3)

POMASSL, Gerhard

Survey of existing legal deposit laws / by Gerhard Pomassl.
- Paris: Unesco, 1977. - 30 cm (PGI-77/UBC/Ref.2)

SINNASSAMY, Françoise

Survey on the present state of bibliographic recording in
freely available printed form of government publications and
those of inter-governmental organizations. - Paris: Unesco,
1977. - 30 cm (PGI-77/UBC/Ref.4)

14.2

Other sources

ANDERSON, Dorothy

Universal Bibliographic Control: a long term policy, a plan
for action / by Dorothy Anderson. - Pullach bei Munchen :
Verlag Dokumentation, 1974. - 87p. : 21 cm
ISBN 3-7940-4420-7

BOWDEN, Russell

A survey of the opportunities for regional co-operation in
library services in developing countries / by Russell Bowden.
- Loughborough : Loughborough Univ. of Technology, 1974. - 75p.
- MLS thesis

COMMONWEALTH SECRETARIAT

Commonwealth national bibliographies: an annotated directory.
- London : Commonwealth Secretariat, 1977. - 97p. : 21 cm
ISBN 0-85092-125-2

CONFERENCE ON UNIVERSAL BIBLIOGRAPHIC CONTROL IN SOUTHEAST ASIA,
Singapore, 1975

[Proceedings] / Conference on Universal Bibliographic Control
in Southeast Asia, Regional English Language Centre, Singapore,
21 - 23 February 1973. - Singapore : Library Association of
Singapore and Persatuan Perpustakaan Malaysia.
Recommendations. - 1975. - 9 p. : 30 cm
Referred to as : Singapore conference

ESPINAL A., Luis Eduardo

El control bibliografico universal: concepto, alcance y
mecanismos / por Luis Eduardo Espinal A. - Bogotá, 1975. - 130. :
28 cm
Paper presented at the Primer Seminario Latinoamericano sobre
Control y Adquisicion de Material Bibliografico, Bogotá,
Octubre 13-17, 1975

IFLA WORLDWIDE SEMINAR, Seoul, 1976

Papers / IFLA Worldwide Seminar held May 31 - June 5, 1976
at Seoul, Korea. - Seoul : Korean Library Association, 1976.
- 30 cm - Looseleaf

Note: The published volume will be available early in 1977
Referred to as: Seoul seminar

PARKER, J. Stephen

"Regional co-operation in library services: an opportunity for developing countries". IFLA journal, vol. 2, 1976, pp.1-33

POMASSL, Gerhard

Comparative survey of existing national bibliographies / by Gerhard Pomassl. - Paris : Unesco, 1975. - vi, 127p. ; 30 cm - (COM.75/WS/7)

Synoptic tables concerning the current national bibliographies / compiled by Gerhard Pomassl and a working group of the Deutsche Bücherei. - 2nd rev.ed. . - Berlin (DDR-104, Hermann-Matern-Strasse 57) : Bibliotheksverband der Deutschen Demokratischen Republik ; Leipzig : Deutsche Bücherei, 1975. - 25p. folding out ; 36 cm

RAVILIOUS, Christopher P.

A survey of existing systems and current proposals for the cataloguing and description of non-book materials collected by libraries, with preliminary suggestions for their international co-ordination / by C.P. Ravilious. - Paris : Unesco, 1975. - 132p. ; 30 cm - (COM.75/WS/5)

Limited distribution

REGIONAL WORKSHOP ON NATIONAL BIBLIOGRAPHIES OF THE ENGLISH-SPEAKING CARIBBEAN, Georgetown, 1974

[Proceedings] / Regional Workshop on National Bibliographies of the English-speaking Caribbean, Georgetown, Guyana, November 25 - 29, 1974. - Georgetown : CARICOM.

Resolutions. - 1974. - 4p. ; 28 cm

Policy statement of format and content of national bibliographies - 1974. - 5,3p. ; 28 cm

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